

# Willamette West Habitat for Humanity

## Full-Cycle Bookkeeper

<b>Title:</b>	Bookkeeper
<b>Supervisor:</b>	Executive Director
<b>Status:</b>	Part-time, 24-hours per week, non-exempt
<b>Benefits:</b>	40 hours paid medical leave, 401K plan with company match, flexible hours.

### SUMMARY

Driven by the vision that everyone needs a decent place to live, Willamette West Habitat for Humanity began in 1988 with a set of house plans and a determined group of volunteers. Thirty years later, we've helped over 175 families achieve strength, stability and self-reliance. Through our program people in need of a hand up partner with Willamette West Habitat to buy or repair a home they can afford. The public supports us financially, by volunteering, or adding their voice of support to affordable housing efforts. Through shelter, we empower – and you can, too!

By becoming our Bookkeeper you'll join a collaborative, team-based organization that was named one of the Top 100 Oregon Nonprofits to work for, three years running. We are a financially sound company with no outstanding debt and a healthy reserve fund. You'll oversee our financial data to make sure income is in the correct account, expenses are paid on time, our annual budget is developed, and our audit and tax filings are stress-free. It's the perfect way to use your love of numbers to directly help the members of our community looking for a hand up, not a hand out.

### POSITION DESCRIPTION

Under the general direction of the Executive Director, the Bookkeeper is responsible for making sure revenue is received and posted properly, money of sufficient quantity is in the general checking account, and expenses are paid in a timely manner. Homeowner loan payments will be set up and monitored through our on-line banking program. The Bookkeeper will oversee the annual audit, preparing documents pre- and post-audit to support the work of the auditors, as well as working closely with them during the process. The Bookkeeper supports staff in reporting requirements for grants, homeowner inquiries, and expense reconciliation.

### KEY RESPONSIBILITIES:

- **Accounts Payable:** Code and process invoices, print checks and reconcile vendor statements. Verify and code receipts for credit cards; reconcile all cards prior to payment. Communicate with vendors as needed.
- **Accounts Receivable:** Record and verify monthly mortgage and repair loan payments. Create invoices for appliances for future homeowners. Communicate with homeowners as needed.
- **Banking:** Record deposits for donations, EFT, and other payments. Manage ACH payments on the bank's website. Reconcile ten bank accounts. Code restricted funds from grants and other parties accordingly.
- **General Journal:** Prepare all journal entries including entries for month end and year end.
- **Payroll:** Record payroll journal entries and prepare Simple IRA information for payment. Manage employee eligibility for health benefits, 401k. Process enrollments, updates, and billing/deduction changes. Print and distribute bimonthly pay statements and annual W-2's to employees.
- **Financial Review:** Check for any miscoded transactions. Update accounting instructions as needed. Record asset changes on balance sheet and changes to temporarily restricted net assets.
- **Reconciliation:** Reconcile QuickBooks to our outside system for Donor information. Reconcile mortgage balances to loan servicer. Including reconciliation of second loans which are not booking in QuickBooks "per instructions." Enter and maintain all data in QuickBooks; track and troubleshoot discrepancies.
- **Reporting:** Prepare dashboard and Financial Statements for Executive Director and Board of Directors monthly. Prepare all financials and reports needed to support grant application and reporting.
- **Administrative:** Work closely with the Executive Director (ED) to accomplish organizational goals. Update and maintain GAAP-compliant financial policies, procedures, and internal controls. Continually review and share revenue, expense, and projections with the ED. Identify and implement methods for cost savings.
- **Insurance:** Work with insurance providers each year to maintain appropriate levels of liability, workers comp, and automobile insurance coverage. Provide certificates of insurance when needed

- **Budgeting:** Work with Department heads to create budget for Fiscal Year. Enter budget into QuickBooks. Work with Leadership team to create and monitor department budgets and provide financial reports to ED and leadership team by department on an ongoing basis.
- **Auditors:** Prepare all work papers and reconciliations for the auditors including preparing discounting of mortgages. Work with outside tax preparer on annual 990 return. Transmit tax returns and annual reports for Oregon and Washington County.
- **Board of Directors Meetings:** Take notes and prepare notes for Executive Director's review at Board of Directors monthly meetings the fourth Wednesday of the month. Also, take meeting notes at the Executive Board Meeting and prepare notes for Executive Director's review. Attend Finance Committee meetings prior to the Executive Board Meeting on the second Wednesday every month.
- **Records:** Maintain all accounting and BOD meeting records, both current and historical, following record retention and destruction policy.

**POSITION REQUIREMENTS:**

- Successful results from a consumer credit report on your credit worthiness, credit standing, and credit capacity.
- Successful results from a criminal and sex offender background check.

**REQUIRED QUALIFICATIONS:**

- 5 years of experience in A/R, A/P, journal entry, month-end/year-end close.
- 3 years of experience with Nonprofit accounting procedures and managing external vendors.
- Demonstrated ability to create complex organizational budgets and multi-year cash flow projections.
- Proven experience overseeing annual audit.

**ADDITIONAL SKILLS:**

- Mastery of Microsoft Excel and QuickBooks.
- Possess and display strong skills in team work, problem solving, and positive communication.
- Excellent organization skills demonstrated by ability to simultaneously manage multiple projects to completion while achieving accuracy and meeting the stated goals.
- Self-motivated, reliable, enthusiastic; demonstrate grace and humor under pressure.
- Enjoy working with people from diverse backgrounds.
- Good written and oral communication skills.
- High degree of integrity and honesty.
- This position requires frequent computer and phone usage.

**TO APPLY:** All applicants are asked to submit a resume and cover letter. Please tell us why you are the perfect candidate to become our new bookkeeper and why you want to work for Habitat for Humanity. Email your paperwork to [jobs@habitatwest.org](mailto:jobs@habitatwest.org); put 'bookkeeper' in the subject line. Submissions that DO NOT include a cover letter will not be considered.

**NOTE:** *This job description is intended as a guideline only and does not limit in any way the duties or responsibilities of any employee. Nothing herein shall be construed as a contract of employment, expressed or implied. All employment is terminable at will, with or without cause. Willamette West Habitat for Humanity is an equal opportunity employer.*