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|  | Location: Affiliate Office |
| Mission: Seeking to put God’s love into action, Habitat for Humanity brings people together to build homes, communities, and hope. |

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| Job Title | Bookkeeper |
| Department | Accounting Dept. |
| Reports To | CFO |
| Employment Type | Employee |
| FLSA Status | Full Time - Exempt |
| Date | February 7, 2024 |

Habitat operates a construction company, functions as a mortgage bank by originating and servicing loans and tracks both restricted and unrestricted gifts.

**Bookkeeper Job Duties:**

* Enter A/P invoices by verifying transaction information, obtaining proper coding of transactions and approval for entry
* Verify invoices delinquency and/or discrepancies and follow-up with vendor to ensure accuracy
* Records deposits
* Allocates bi-weekly payroll
* Update Vendor's W'9's and Certificate of Insurance
* Process 1099 forms
* Run weekly CIP Reports for Director of Construction on open projects
* Maintains accounting ledgers by accurately posting account transactions
* Reconciliation of bank statement accounts and credit card statements
* Maintains financial security by following internal accounting controls
* Assist with annual audit, gathering required documentation, copies, organize books
* Assist with administrative duties, as required
* Contributes to team effort by accomplishing related result

**Customer Service**Preceding job responsibilities or title, all employees of the Habitat Seminole-Apopka affiliate have a vital role in stewardship of all volunteers. Everyone has a role in creating a positive workplace, while creating a fun and meaningful experience for volunteers. We honor the time, talent, and treasure of each contributor. Every volunteer is an extension of our workforce team, and together we build strength, stability, and self-reliance through shelter.

All duties are performed with excellence with particular attention to customer service both internal and external. Internally customer service includes co-workers, homebuyers, Board of Directors, and volunteers. Externally customer service includes phone inquiries, shoppers, and donors. Each individual we have a connection to is a potential donor or volunteer and can be presented with engagement opportunities such as store donations, monetary gifts, and volunteer time.

**Bookkeeper Skills and Qualifications:**

* Administrative Writing Skills, Organization, Data Entry Skills, General Math Skills, Financial Software experience – Specifically Strong QuickBooks On-line and Excel spreadsheets, Bill.com, QGiv, Donor Perfect, and CardConnect -- Analyzing Information, Attention to Detail, Thoroughness, Reporting Research Results, Verbal Communication, Familiarity with Construction-Related Financial Processes, including Project Cost Tracking, and Job Costing, Experience with Construction Project Management Software(RedTeam or ProCore) is a plus

**Education & Training:**

* Working toward a degree in accounting or finance

Please send resumes to [pseater@habitat-sa.org](mailto:pseater@habitat-sa.org)

Habitat is an Equal Opportunity Employer and a Drug Free Workplace.

Reference checks, criminal background checks, and drug testing will be conducted prior to the start of employment.

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| Print Name |  | Signature |  | Date |

Page 2 of 2