



POSITION DESCRIPTION

BOOKKEEPER/ACCOUNTANT

Reports to: Executive Director

Employee status: Non-exempt, part-time

Duties and Responsibilities

- Under the direction of the Executive Director, performs a wide variety of bookkeeping and accounting services for the organization and its affordable home building and ReStore operations.
- Using Quick Books, enters invoices, bills, expenses, reimbursements, etc. to be paid, and all receipts of funds from donors, vendors, grant sources, homeowner payments, fees, ReStore sales, fundraising activities, and other revenue sources.
- Maintains current and accurate financial records and files.
- Generates checks for signature by Executive Director and Board Officers.
- Performs monthly bank reconciliations.
- Prepares monthly financial reports (P&L, budget vs, actuals, mortgage payment status, etc.) for the Executive Director and Board of Directors regarding revenues and expenses, including quarterly reports, balance sheets, etc.
- Works with vendors to set up and maintain accurate accounts.
- Assists the Executive Director, ReStore Manager, Finance Committee, and Board of Directors in developing of annual budgets for various programs and affiliate operations.
- Prepares year-end financial statements.
- Works with the affiliate's auditor to provide information, data, records, etc. as needed to perform the annual audit and Form 990.
- Works with the Executive Director and Auditor to review, revise, or develop financial policies and procedures to ensure compliance with GAAP and HFHI standards.
- Provide other shared general office support as needed.
- Performs other duties as assigned.