



Habitat for Humanity of Greater
Sacramento
819 N. 10th Street
Sacramento CA 95811

Position title: Bookkeeper
Department: Finance
Reports to: Accounting Manager
Supervises: N/A
Monthly salary range: <i>(Full time position nonexempt from overtime.)</i>

POSITION DESCRIPTION

Position Overview

The Bookkeeper for Habitat for Humanity of Greater Sacramento is the ‘Gate Keeper’ to the Affiliate’s multiple Financial Databases. As Gate Keeper their primary responsibilities includes ensuring that:

- Internal Financial Controls are being followed;
- Information going into any financial database has been properly vetted;
- Transactions are recorded following approved procedures;
- Information is entered into a financial database in a timely and accurate manner;
- Source documents used to record transactions are secured and available to approved individuals for review.
- The Accounting Manager and CEO are kept informed of Cash Flow requirements.

Additional responsibilities: Assists Accounting Manager with general records management for the Affiliate. Additional duties as assigned by the Accounting Manager.

Tasks

Financial Management and Accounting

- Manages affiliate’s day-to-day accounting activities consistent with generally accepted accounting principles (GAAP). Includes accounts payable, cash receipts, payroll, journal entries, bank reconciliations, monitoring and managing cash flow requirements, etc.
- Prepares accounts payable checks and assures proper coding of invoices for posting to general ledger.
- Works with staff to assure proper accounting of all cash receipts and donations. (Especially applies to proper designation of donated revenues.)
- Works with the Accounting Manager to prepare Affiliate for annual audit by an independent auditor.

Qualifications:

Performance Skills

- Interact effectively with other Habitat staff and volunteers;
- Able to organize tasks and assigned projects for timely completion;
- Possess good verbal and written communication skills;
- Able to work independently yet recognize the interdependence needed for the organization to function efficiently and effectively;
- Willing to ask questions to clarify instruction, defined outcomes, and assigned responsibilities;
- Open to change in order to improve performance and outcomes – personal and organization wide.

Technical Skills

- Working knowledge of Intuit QuickBooks Software;
- Working knowledge of Job Costing for Construction Projects;
- Working knowledge of GAAP;
- Working knowledge of Federal and State Employment and Payroll Policies;

- Working knowledge of Microsoft Office Programs, specifically Outlook and Microsoft Excel;
- 10-key by touch

Other Skills

- Strong analytical abilities
- Knowledge of basic accounting concepts (debits, credits, etc.)
- Strong organizational skills

This position description does not list all the duties of the job. You may be asked by your supervisor to perform other instructions and duties. You will be evaluated in part based upon your performance of the tasks listed in this position description. Management has the right to revise this position description at any time. The position description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.