



**PART-TIME BOOKKEEPING ASSISTANT
JOB DESCRIPTION**

The goal of this position is to assist the Director of Accounting and Personnel with keeping accounting records accurate and up to date.

Primary Duties and Responsibilities

- Become familiar with our chart of accounts and classifications
- Review accounts payable invoices for approvals and correct coding
- Request additional information from co-workers and/or vendors when necessary
- Enter invoices in QuickBooks and run appropriate reports for supervisor
- Compile printed checks with invoices and give to CEO/COO to be signed
- Process checks for mailing and file paid invoices
- Enter monthly credit card bill details in QuickBooks
- Keep vendor files up to date including W-9 and COI requirements
- Review and enter daily sales reports in QuickBooks for 3 ReStores
- Consult with ReStore Managers/Directors when required
- File daily sales reports and monthly bank statements
- Assist with preparations for annual audit
- Other duties as required

Qualifications and Requirements

- Must be a highly organized and detail-oriented individual
- Must be proficient in Microsoft Office and Google Workspace
- Must be proficient in QuickBooks
- Demonstrated ability to work in a team-oriented environment
- Strong data entry skills
- Experience in accounts payable required
- High school diploma or GED required, prefer some college or professional training
- Previous work with a non-profit organization is a plus

Successful Habitat team members share the following characteristics:

- You believe in a hand up, not a hand out.
- You possess a “go above and beyond” attitude.
- You thrive on constructive feedback and have a very positive, high level of integrity.
- You do what you say you will do.
- You are a creative problem solver that works across teams.
- You love results and hate excuses.

Benefits and Pay

Starting at \$17 to \$19/hour for an average 20 hour workweek, with periodic performance-based increases, commensurate with experience. Generous paid time off and various benefits available to part-time employees who successfully complete probationary periods.



Habitat has a strong Board of Directors, dedicated and experienced staff, a large volunteer base, and committed house sponsors, customers and homeowners. For further information about Habitat for Humanity, please visit our website at www.HabitatPGW.org.

Apply

Send detailed cover letter, resume and salary requirements to Dot Bowling - Director of Accounting and Personnel, Habitat for Humanity PGW, 11011 Warwick Blvd, Newport News, VA 23601 or email letter, resume and salary requirements to Dot@habitatpgw.org. All applications will remain confidential.

Posted:

Dec 21, 2022