

**Reports To:** Executive Director

**Summary:** The Bookkeeper supports the affiliate and ReStore in the performance of financial and accounting functions including adhering to all internal controls; maintaining accounting systems and data; processing budgeted expenses; preparing payroll and other financial activities as requested by the Executive Director. The bookkeeper is responsible for maintaining a pleasant and professional attitude that supports the activities and responsibilities of the staff and Board of Directors.

**Minimum Requirements:**

- Associates Degree in Accounting and two years applicable work experience
- Good knowledge of QuickBooks and proficiency in Microsoft Office
- Attention to detail, thoroughness and organization
- Commitment to affordable housing and the mission of Habitat
- Experience with nonprofits preferred

**Position Description:**

- Assure appropriate Internal Controls are maintained
- Record accounts payable, cash disbursements, and payroll, file online tax payments
- Work with the Construction Manager to assure that documentation for costs are properly procured, coded, entered into the accounting system and maintained
- Assist Treasurer with account reconciliations
- Prepare checks for accounts payable and payroll
- Prepare budgets and/or prepare reports of budgets v. actuals
- Conduct revenue and expense reports for house builds and events
- Support the annual audit performed by independent external auditors
- Under the direction of the Executive Director and/or Treasurer, assure that the organization remains in compliance with all federal, state, and local financial and employment regulations
- Protect organization's value and individuals' privacy by maintaining confidentiality
- Other duties as required by business needs and requested by the Finance Committee, President of the Board, Executive Director and/or Treasurer of the Board.
- Serve on the Finance Committee
- Other duties as necessary to support the affiliate and ReStore

This is a permanent, part-time non-exempt position of 10-20 hours per month. Compensation is \$12/hour. To apply, send a cover letter and resume via email only to [cori@habitatlacrosse.org](mailto:cori@habitatlacrosse.org) by February 20, 2012. No calls or drop-ins, please.