

**Statement of Purpose:**

Waco Habitat for Humanity, Inc., founded in 1986, is a nonprofit, ecumenical Christian housing ministry that seeks to provide a decent house in a decent community for all of God's people in need. Habitat invites people from all walks of life to work together in partnership to help build and repair houses with partner families. Habitat builds homes in partnership with low-income families, and those homes are built and repaired using primarily volunteer labor. Our partner families serve alongside Habitat staff and volunteers as they move toward either repairing the home they already own or eventually purchasing their home through a zero interest loan.

Mission of Waco Habitat for Humanity:

We envision a world where everyone has a decent place to live. Seeking to put God's love into action, Waco Habitat for Humanity brings people together to build homes, communities and hope.

Equal Opportunity Employer:

Waco Habitat for Humanity is an Equal Opportunity Employer.

Position Summary:

Assist Director of Operations with routine financial tasks, including financial data entry, mortgage payment processing, accounts payable, accounts receivable, vendor files, payroll processing, support of administrative tasks, and assist in monthly and annual reconciliations and audits.

Qualifications:

- Direct bookkeeping experience
- Direct experience processing accounts payable
- Direct experience processing accounts receivable
- Direct experience processing payroll and filing appropriate reports
- Extensive computer skills (word processing, spreadsheets, database management)
- High-level attention to detail
- Ability to manage multiple tasks with competing timelines
- Ability to work independently with minimal supervision
- Good oral and written communication skills

Salary Range:

\$10.00 – \$15.00 per hour, commensurate with experience.

Position Equivalency:

Full-time, non-exempt position (40 hours per week, Monday - Friday, 8:30 am to 5:00 pm)

Eligible for overtime

Reports to:

Director of Operations

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED AND ARE NOT INTENDED TO BE AN EXHAUSTIVE LIST OF ALL RESPONSIBILITIES, DUTIES, AND SKILL WHICH MAY BE REQUIRED. ALL EMPLOYEES ARE EXPECTED TO PERFORM TASKS AS ASSIGNED BY SUPERVISOR.

Duties and Responsibilities:**1. Financial Data Entry**

- a. Enter mortgage payments and escrow disbursements in Keystone system
- b. Enter repair project payments in NRI Keystone system
- c. Enter invoices and deposits into Quickbooks fund accounting system
- d. Maintain loan balance spreadsheets monthly

2. Invoice Processing

- a. Reconcile credit card & vendor statements to invoices/receipts
- b. Code invoices for payment
- c. Enter invoices into Quickbooks system
- d. Mail payments and file invoices
- e. Copy invoices for grant reimbursement

3. Bank Deposits

- a. Prepare deposits from receipt books and check copies
- b. Collate ReStore deposit paperwork
- c. Enter deposits into Quickbooks system
- d. Produce receipts for homeowner bank drafts

4. Subcontractor/Vendor Documents

- a. Obtain necessary paperwork from new vendors
- b. Maintain vendor files and update documents as necessary
- c. Work with Construction staff to obtain bids according to policy
- d. Check Vendors to appropriate sites at start and annually (HUB, SAM, etc.)

5. Payroll Assistance

- a. Collect time sheets and payroll documentation
- b. Tally hours, prepare and enter information for payroll processing

6. Monthly, Annual & Other Tasks

- a. Enter JRBT monthly financials to Board report spreadsheets
- b. Reconcile JRBT to E-Tapestry (donor) & Keystone (mortgage) reports
- c. Produce TDHCA monthly and quarterly reports
- d. Assist with document prep for IRS 990 and Audits
- e. Prepare Monthly Reports for Director of Operations as requested
- f. Perform vendor and account research as requested by Departments
- g. Assist in developing processes and procedures to aid Finance workflow

7. Other Duties

- a. Complete other duties as assigned

Acknowledgement of Responsibilities:

Nothing in this position description binds Waco Habitat for Humanity or any employee to a specific or definite period of employment or to any specific rules, practices, policies, procedures, benefits, guidelines, working conditions or privileges of employment. As an employee, you are an at-will employee completely free to quit or resign from the organization at any time you choose, and Waco Habitat for Humanity has the same right to end the employment relationship at any time it chooses, for any reason, with or without notice. By the signatures below both Employee and Supervisor acknowledge opportunity to review this position description and Employee states understanding expectations of performance.

Employee

Date

Supervisor

Date

Executive Director

Date

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