Waco Habitat for Humanity

Bookkeeper/HR Manager

Thank you for your interest in Waco Habitat for Humanity's Bookkeeper/HR Manager position. To apply for the job, please send a résumé and cover letter to jobs@wacohabitat.org. Your cover letter should include information about how your skills and interests make you a suitable candidate for working with Waco Habitat for Humanity's partnership housing ministry.

If you are not already familiar with Waco Habitat for Humanity, please take time to browse our web site (www.wacohabitat.org) to learn more about our mission and work in the community.

This is a full-time position of 40 hours per week. The Habitat office is open to the public Monday – Friday, 8:30am – 5:00pm. The responsibilities of the Bookkeeper/HR Manager are listed in the attached job description.

This job is detail-oriented, requires a person who is a self-starter, can multitask effectively and efficiently, and can work well with a wide variety of people.

Waco Habitat for Humanity is an Equal Opportunity Employer.

Please look over the attached job description. If you feel that you would be an asset to the Waco Habitat team, we look forward to receiving your résumé and cover letter at jobs@wacohabitat.org.



Job Summary:

Perform routine financial tasks, including financial data entry, mortgage payment processing, accounts payable, accounts receivable, vendor files, payroll processing, support of administrative tasks, and coordinate monthly and annual reconciliations and audits. Works directly with Executive Director to manage Waco HFH's finances.

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:

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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)
- Direct experience with QuickBooks
- High-level attention to detail
- Ability to manage multiple tasks with competing timelines
- Ability to work independently with minimal supervision

Salary Range:

\$19.00 – \$22.00 per hour, commensurate with experience. Benefits include paid holidays, Paid Time Off, health insurance and retirement.

Position Equivalency:

Full-time, non-exempt position (40 hours per week, Monday - Friday). Eligible for overtime.

Reports to:

Executive Director

Duties and

Responsibilities:

- 1. Financial Data Entry
 - a. Enter mortgage payments and escrow disbursements in Keystone database
 - b. Enter repair project payments in NRI Keystone system
 - c. Enter invoices and deposits into QuickBooks Online
 - 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 Online 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. Reconcile ReStore deposit paperwork
- c. Enter deposits into QuickBooks Online system

4. Subcontractor/Vendor Documents

- a. Obtain necessary paperwork from new vendors
- b. Maintain vendor files and update documents as necessary

5. Monthly, Annual & Other Tasks

- a. Produce TDHCA monthly and quarterly reports
- b. Prepare documents for IRS 990 and Audits
- c. Reconcile Keystone to monthly financial statements
- d. Prepare month-end submission for Accounting Firm
- e. Assist in developing processes and procedures to aid Finance workflow

6. Human Resources

- a. Process bi-weekly Payroll
- b. Assist with recruitment, onboarding and training of employees.
- c. Assure compliance with Waco HFH employee manual and policies
- d. Coordinate annual benefits renewals

7. Other Duties

- a. Answer telephones and front desk coverage as needed
- b. Open and close office as needed
- c. 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.