



Job Description

Half-time Office Manager and Bookkeeper

Job Summary

This position provides a wide variety of support services including bookkeeping, coordinating office communications, and maintaining office calendars. This is a 20 hours per week position. There is some flexibility in setting those hours.

All staff participate in our mission and vision.

Our Mission: *Seeking to put God's love into action, Habitat for Humanity, brings people together to build homes, communities, and hope.*

Our Vision: *A world where everyone has a place to live.*

This position requires the ability to pass the following background checks: criminal history, sex offender.

Responsibilities

- Use QuickBooks to assist with financial management.
- Create and/or edit formal communications from the affiliate office.
- Effectively and comfortably communicate with anyone seeking information from our office.
- Proficiently use MS Office and virtual platforms such as Zoom.
- Ability to learn new technology associated with our needs.

Required Qualifications

Education, credentials, and experience

- Three years of bookkeeping experience including working with outside accounting firms and organizational-level financial reporting.
- Three years of professional phone, email, and in-person communication experience.
- MS Office and QuickBooks proficiency
- High school diploma or equivalent.

Knowledge, Skills, Abilities and Competencies

- Strong financial and time organizational skills
- Professional telephone and in-person communication skills
- Strong ability to independently prioritize office needs
- Cooperative to meet affiliate office goals
- Compassionate and open ability to communicate well across a diverse population

Preferred Qualifications

- Experience working without supervision
- Anti-money laundering or other financial ethics training

Physical requirements and work environment

- Sit for long periods of time doing computer work.

The job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

This document is not a contract of employment and is not intended to create any contractual rights either expressed or implied between the organization and its employees.

My supervisor has reviewed these responsibilities and qualifications with me. I have read and understand the responsibilities as stated in the job description.

Please submit a letter of application and your resume to director@habitatdjc.org with OFFICE MANAGER APPLICATION in the subject line. We will begin reviewing applications as they come in and will continue accepting applications until we hire.

Habitat for Humanity is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve/national guard status, or any other status or characteristic protected by law.

Salary: \$18-\$22/hour

Benefits: PTO, paid holidays

Employee Name/Signature

Date

Supervisor Name/Signature

Date

Job Title: Office Manager and Bookkeeper	Employment Status: Full-Time/Part-Time
Department: Affiliate Office	FLSA Status/Pay Basis: Non-Exempt/Hourly
Reports to: Executive Director	
Date Revised: 26 February 2024	Supervises: N/A