



Bookkeeper Job Description

TITLE: Bookkeeper – contract position – 25 hr. / week

REPORTS TO: Executive Director

JOB SUMMARY: Habitat for Humanity of the Greater Teton Area (Teton Habitat) seeks a part-time bookkeeper to join our mission-driven organization. The Bookkeeper position is a 25 hr. / week contract position reporting to the Executive Director. This role is critical to sustaining our overall financial health. Hourly rate is commensurate with experience.

RESPONSIBILITIES AND DUTIES:

- Manage all financial operations, liaising with the administrative team for accounts receivable and accounts payable
- Monitor cash flow and ensure the organization is in good standing
- Prepare detailed and accurate financial reports for Board, Executive, Finance and Construction committee meetings. Attend committee meetings as necessary.
- Maintain a desk manual that thoroughly outlines Teton Habitat bookkeeping processes and procedures
- Process payroll, retirement benefits, and track employee time-out-of-office
- Process ReStore sales receipts. Make scheduled deposits
- Coordinate with Construction Manager and Development Manager to track in-kind gifts
- Prepare annual budgets in collaboration with administrative staff and the Executive Director
- Provide revenue/expense projection reports each quarter
- Assist with preparation of materials for annual audit
- Support Habitat's special events
- Other duties as assigned by the Executive Director

Skills and Characteristics Required

- Bachelor of Science degree or higher in accounting, finance or related business field
- Three years of experience in related area
- Proficiency using a computer including Quickbooks Online, TSheets, and MS Office
- Strong bookkeeping and organizational skills, attention to detail, and ability to follow through
- Strong writing, spelling, and grammar skills
- Resourceful self-starter that is adaptable to the needs of a dynamic office

To apply: Please send a cover letter and resume to office@tetonhabitat.org

ABOUT HABITAT: Teton Habitat brings people together to build homes, communities and hope. We help low income families find opportunity and stability and to improve their futures. Habitat helps build stronger families and neighborhoods through homeowner education and by partnering with donors and volunteers to construct attractive, affordable homes. Homes are sold at no profit to pre-selected partner families with an interest free loan. Teton Habitat also runs a Habitat for Humanity ReStore, which sells donated building supplies, home

furnishing and appliances to help fund Habitat's mission. Teton Habitat is a locally run affiliate of Habitat for Humanity International.