

## **Join the team at Housing Resources Bainbridge.**

HRB is a nonprofit, community-based affordable housing organization that has developed and managed community land trust properties, rental housing, and housing programs on Bainbridge Island for over 27 years.

### **Position Description**

The Full Charge Bookkeeper at Housing Resources Bainbridge is responsible for handling day-to-day bookkeeping and financial affairs of the organization. The Full Charge Bookkeeper maintains the nonprofit's ledger and accounts; and performs banking, payroll, reporting, and other functions. The position reports to the Executive Director and is 32 hours per week.

### **Specific Responsibilities**

- Process accounts payable and receivable, donations, expense reports, and payroll.
- Manage banking responsibilities, including: receive payments, make deposits, reconcile bank and credit statements.
- Perform grant tracking and general journal allocations.
- Submit reports and financial statements to Executive Director.
- Handle periodic finance responsibilities, e.g. audit and tax preparation assistance, budget building.
- Consult on general financial matters and meet monthly with the Executive Director and the Finance Committee of the Board.
- Resolve financial concerns from funders, vendors and others promptly and courteously
- Other responsibilities as assigned.

### **Qualifications**

- Associates' degree in accounting preferred; Minimum three to five years' experience bookkeeping with demonstrated expertise in not-for-profit accounting principles.
- Must have knowledge of QuickBooks, financial statement preparation, budgeting, and cash flow forecasting and reporting. Must have knowledge of Microsoft Excel.
- Experience in tracking restricted funds and complex grant reporting; familiarity with Form 990 tax returns. Ability to handle payroll and prepare associated reports.
- Experience preparing for and supporting financial and government audits.
- Outstanding written and spoken communication skills. Outstanding interpersonal, customer service and organizational skills.
- Demonstrated accuracy with details.
- Ability to successfully work as team member, multi-task, and work independently.

Position is salaried with health benefits, sick pay, vacation pay, and retirement. Salary is \$40,000-\$48,000 depending on experience.

Please send resume and cover letter to [phedra@housingresourcesbi.org](mailto:phedra@housingresourcesbi.org). Position closes 1/23/2017.