



Job Title:	Accounts Payable
Position Type :	Part Time Contractor (10 hours/per week)
Supervisor:	Office Manager

Job Description

Job Purpose

Homes First is a scattered-site housing program serving people who are severely cost burdened. We own and manage 39 properties throughout Thurston & Mason County. The majority of our tenant households has experienced homelessness or housing instability and has a range of special needs.

Scope

- Receive, review, and enter all invoices into QuickBooks.
- Make online payments and prepare checks for all invoices.
- Enter credit card purchases into QuickBooks.
- Reconcile and pay three different credit card accounts.
- Review and record checks written for two maintenance checking accounts, and reconcile account.
- Maintain and compile records for public-type grant invoicing and reporting.
- Prepare vouchers for Office Manager's review and submission to public funders.
- Other tasks as time allows.

Required Skills and Abilities

- Understand and commit to the Mission, Vision, and Values of Homes First.
- Proficient with QuickBooks 2016 for nonprofits bookkeeping software.
- Proficient MS Office Suite.
- Ability to prioritize and organize tasks.
- Ability to work independently and in a team-based setting.
- Comfort with taking direction.
- Possess a keen attention to detail.

Desired Skills and Abilities

- Experience working with a non-profit organization.
- Excellent written and oral communication skills.
- Ability to be flexible.

Physical Demands

The physical demands described here are representative of those that must be met by a person to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the person will be required to sit for long periods of time, communicate with other persons by talking and hearing, required to lift and carry items weighing up to 25 pounds and to operate computer hardware systems. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Equal Opportunity Employer

Homes First is committed to diversity in the workplace, and promotes equal employment opportunities for all staff



Homes First

Creating & Maintaining Safe, Healthy
& Affordable Rental Homes

A 501 (c)(3) Nonprofit

members and applicants. The Agency will not discriminate against any employee or applicant for employment on the basis of race, creed, color, sex, sexual orientation, age, national origin, marital status, or the presence of any sensory, mental or physical disability in any employment practice, unless based on a bona fide occupational qualification. Women and minorities are encouraged to apply.

* The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Last Updated: 01/08/2018