



<b>Job Title:</b>		<b>Bookkeeper</b>	
<b>Position Type :</b>		Part-Time Non-Exempt <u>or</u> Contractor	
<b>Supervisor:</b>		Director of Finance	
<b>Initial Salary Range:</b>	<b>\$25.36-\$27.85/hour</b>	<b>Full Range:</b>	<b>\$25.36-\$32.70/hour</b>
<b>If Contractor, the rate is negotiable per contractor requirements</b>			
<b>Job Description</b>			
<p><b><u>Job Purpose:</u></b></p> <p>At Homes First, the Bookkeeper works to ensure accurate financial record keeping, financial compliance and reporting, payroll and accounts management, and grants management and compliance. They are key to ensuring internal controls and fraud prevention and for providing support during our annual federal audit.</p> <p><b><u>Scope:</u></b></p> <p>The Homes First Bookkeeper is responsible for maintaining accurate financial record in QuickBooks Online. This role involves managing financial transactions, preparing reports, and ensuring compliance with financial regulations. The Bookkeeper will work closely with the Director of Finance and other team members to support the organization’s mission of providing affordable rental housing.</p> <p><b><u>Primary Duties:</u></b></p> <p><b>Financial Record Keeping:</b></p> <ul style="list-style-type: none"> <li>● Maintain and update financial records, including ledgers, invoices, receipts, and payments.</li> <li>● Ensure all financial transactions are recorded accurately and timely.</li> </ul> <p><b>Accounts Payable and Receivable:</b></p> <ul style="list-style-type: none"> <li>● Process and manage accounts payable and receivable.</li> <li>● Prepare and issue invoices, track payments, and follow up on outstanding accounts.</li> </ul> <p><b>Bank Reconciliations:</b></p> <ul style="list-style-type: none"> <li>● Perform monthly bank reconciliations to ensure the accuracy of financial records.</li> <li>● Investigate and resolve discrepancies.</li> </ul> <p><b>Payroll Processing:</b></p> <ul style="list-style-type: none"> <li>● Process payroll for staff, ensuring compliance with relevant laws and regulations.</li> <li>● Maintain payroll records and handle related inquiries.</li> </ul> <p><b>Financial Reporting:</b></p> <ul style="list-style-type: none"> <li>● Prepare monthly, quarterly, and annual financial statements and reports.</li> <li>● Assist in the preparation of budgets and financial forecasts.</li> </ul> <p><b>Compliance and Audits:</b></p> <ul style="list-style-type: none"> <li>● Ensure compliance with local, state, and federal financial regulations.</li> <li>● Assist with audits, providing necessary documentation and information.</li> </ul> <p><b>Grant Management:</b></p> <ul style="list-style-type: none"> <li>● Track and report on grant expenditures.</li> <li>● Assist in preparing financial reports for grant applications and compliance.</li> </ul>			



**General Administrative Support:**

- Provide support to the finance team and other departments as needed.
- Assist with office administration and other duties as assigned.

**Preferred Qualifications:**

- **Education:** Bachelor’s degree in accounting, finance or a related field.
- **Experience:** At least 3-5 years of bookkeeping experience, preferably in a nonprofit environment. Experience with accounting software specifically QuickBooks for Nonprofits Online
  - Understanding of nonprofit financial management and grant reporting.

**Minimum Qualifications:**

- **Education:** Associate’s degree in accounting.
- **Experience:** 2-4 years of bookkeeping experience, with accounting software specifically QuickBooks - desktop or online
- **If Contractor:** Current WA State Business License and applicable insurance.

**Knowledge, Skills, & Abilities:**

1. Understand and commit to the Mission, Vision, and Values of Homes First.
2. Willingness to embrace Homes First goals of Justice, Equity, Diversity and Inclusion (JEDI).
3. Familiarity and comfort working with database systems and how they integrate with QB.
4. Ability to work with sensitive or private information with confidentiality.
5. Ability to work independently and effectively in MS Office Suite (Word, Excel) and the Google Workspace environment.
6. Ability to maintain a high level of accuracy in preparing and entering data.
7. Ability to handle multiple tasks simultaneously and work under pressure.
8. Must be independent, self-directed, and require minimal supervision.
9. Ability to work cooperatively with staff and volunteers.
10. Possess excellent written and oral communication skills in English
11. Honest and trustworthy
12. Possess cultural awareness and sensitivity to people from diverse backgrounds and abilities
13. Flexible
14. Demonstrate sound work ethics

\* 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.

**Homes First is an Equal Opportunity Employer**

Last updated 06.27.24