



## Junior Bookkeeper Job Description

The role of Junior Bookkeeper, in general terms, is to work with the Senior Bookkeeper and CFO in the financial office of the organization. We are looking for someone who aligns with our strong mission and Christian beliefs. This person exhibits a spirit of humility, excellence and compassion. Hoving Home exist to provide a loving community devoted to rebuilding shattered lives that empowers women to fulfill their God-given purpose.

**Reports to:** Senior Bookkeeper and CFO

### Responsibilities:

- Performs specified duties related to accounts payable function including: recording payables and expenses, processing payment of invoices, and interacting with HH staff and vendors.
- Reviews all credit card statements and petty cash reports, collects receipts, records expenses, and follows up with HH staff.
- Records deposits, prepares monthly revenue reconciliations (QuickBooks revenue to donor system revenue), and liaises with donor services staff.
- Performs weekly and/or monthly reconciliations for bank accounts and other accounts as assigned.
- Assists in the preparation of schedules for annual audit and Form 990, annual 1099 and W-2 reporting, and various state Workers' Comp audits.
- Reviews and maintains numerous schedules of in-kind donations received at all locations and performs related analyses.
- Assists in preparation of reports for state regulatory authorities, grant reporting, etc.
- Performs account analyses, other accounting-related tasks, and special projects as assigned by CFO and Senior Bookkeeper.

### Key Qualifications:

- Accounting degree (or equivalent experience) with at least 2-3 years of general accounting experience, preferably in a nonprofit environment.
- Good knowledge of QuickBooks (Nonprofits), bookkeeping, generally accepted accounting principles, and accounting procedures.
- Proficient in Microsoft Excel, Word, and Outlook.
- Strong detail orientation and good analytical, organizational, time management, and problem-solving skills.
- Ability to work independently, as well as in a team environment, and communicate (written and verbal) clearly and effectively.
- Personal qualities of integrity, credibility, and unwavering commitment HH's mission.

Salary Range: \$22.50 - \$25.00/hour

**Please send resume and email of interest to [whhny@hovinghome.org](mailto:whhny@hovinghome.org)**