



Position: Finance Administrator

Reports to: Executive Director, works closely with Board of Directors Treasurer

Job Classification: Full Time/Exempt

Compensation: \$45,000-\$55,000 DOE with health, retirement benefits, and paid time off

Hours: Typically M-F, 8:00 AM – 5:00 PM with additional attendance at some organizational functions.

Qualifications: Bachelors degree in accounting. Three to five years accounting experience, preferably with nonprofit accounting.

Requirements/ Skills: Accuracy, attention to detail, ability to problem solve, and financial aptitude. Must be able to efficiently use QuickBooks and must be proficient in Excel. Knowledge of construction accounting a plus. Knowledge and proficiency with GAAP, payroll regulations and month-end closing. The ability to work effectively with a diverse group of people and the ability to represent and have an understanding of our organization is necessary. Valid driver's license required. Proficient in excel and word. Knowledge of donor software.

Job responsibilities include book keeping and financial record keeping and reporting. Specific duties include but are not limited to:

Bookkeeping—responsible for all general ledger accounting processes

- Maintain chart of accounts and proper accounting records
- Record deposits
- Maintain/track financial transactions
- Preparation and filing of payroll, with all related state and federal reporting requirements
- Prepare all month-end adjusting journal entries
- Reconcile account balances with Bloomerang (receivables and donations) sub-ledger system
- Prepare monthly asset and liability account reconciliations
- Monitor compliance with document retention policies
- Monitor/handle all issues involving credit cards including compliance with Payment Card Industry standards and merchant services.
- Monitor internal controls and develop additional controls where needed
- Liaison with Finance Committee to ensure review of bank and credit card reconciliations
- Prepare donor correspondence in accordance with IRS guidelines
- Prepare annual budgets and provide reports for federal/grant reporting

Payroll—responsible for working with payroll service and accounting for processed payroll

- Collect bi-monthly payroll information and run payroll on a bi-monthly basis
- Ensure proper reporting and tax deposits
- Maintain employee payroll records—updates, new employees, IRA funds
- Ensure compliance with all payroll changes and regulations
- Responsible for accuracy of employee deductions for garnishment requirements, health insurance, IRA contributions

Financial Reporting—responsible for monthly, annual and special reporting

- Generate monthly financial statements
- Report and present financials and statements to the board, department heads or committees as needed.
- Prepare financial documentation, as needed, for grant funders
- Prepare information for annual audit
- Assist with annual budget preparation, prepare budgets for review
- Prepare reports for directors as needed, such as CIP, Budget Performance Reports, Functional Expense analysis, etc.
- Assist treasurer with preparation of board information
- Various record keeping activities/monitoring of various business accounts (i.e. cell phones, insurance etc)

Cash/Asset Management—responsible for monitoring cash needs, and maintaining external contacts

- Reconcile and monitor daily weekly receipts from ReStore operations and petty cash accounts
- Pursue collections of NSF checks
- Maintain banking relationships
- Maintain employee banking card access, limits, reporting and documentation
- Manage multiple checking and savings account, assuring proper balances.

Office Duties –

- Interface with the general public and direct phone and in-person inquiries to their proper source.
- Assist with fundraising activities as needed and support and assist in the implementation of strategic goals and objectives.
- Other duties as assigned

To apply please submit cover letter, resume, and three references to Jacob Kuntz, jacobk@helenahabitat.org

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