



Job Title: Bookkeeper

Reports To: CFO

FLSA Status: Exempt / Full-Time

Location: 1321 SE 25th Loop, Suite 103, Ocala, FL 34471

Salary Range: Competitive pay & benefit package, depending on experience.

Position Summary

The Bookkeeper is responsible for supporting the financial operations of Habitat for Humanity by maintaining accurate accounting records, processing accounts payable and accounts receivable, reconciling bank accounts, processing payroll, and assisting with financial reporting. This position works closely with the Chief Financial Officer to ensure the affiliate's financial records are accurate, timely, and compliant with organizational policies, Generally Accepted Accounting Principles (GAAP), and applicable federal and state regulations.

The Bookkeeper plays a vital role in protecting the financial integrity of the organization while supporting Habitat's mission through excellent stewardship of financial resources.

Organizational Commitment

As a representative of **Habitat for Humanity of Marion County**, the **Bookkeeper** is expected to actively support and uphold our mission, vision, and core values in all aspects of their work:

Mission: Seeking to put God's love into action, to bring people together to build homes, communities, and hope.

Vision: A world where everyone has a decent place to live.

Core Values

Servant Leadership – We lead by serving.

We are committed through our actions to uplift individuals, families, and communities and to inspire others to join us in our mission.

Accountability – We take responsibility for our actions and commitments.

We are dedicated to upholding the highest standards of reliability and transparency, honoring our promises and continuously learning from our experiences.

Compassion – We act with empathy and kindness.

We honor, respect and value every person we serve by fostering a culture of care and belonging.

Legacy – We build together for generations to come.

We are focused on building a sustainable future where our community grows stronger, and families thrive for generations to come.

All employees are expected to embody these principles in decision-making, customer service, volunteer engagement, and collaboration with coworkers and the community.

Responsibilities

Financial Operations

1. Assist the CFO with the daily accounting function of the affiliate.
2. Process all accounts payable invoices accurately and ensure timely payment of obligations.
3. Process accounts receivable transactions and ensure deposits are recorded and made promptly.
4. Maintain accurate general ledger entries and supporting documentation.
5. Reconcile all bank accounts, credit card accounts, and other assigned financial accounts.
6. Prepare journal entries and supporting documentation as requested.
7. Maintain accurate accounting records in accordance with organizational policies.

Payroll Administration

1. Process bi-weekly payroll accurately and on schedule.
2. Maintain payroll records and employee payroll files.
3. Ensure payroll tax withholdings and deductions are processed accurately.
4. Assist with payroll reporting and year-end payroll documentation.

Financial Reporting

1. Assist in preparing monthly financial statements and reports for the Board of Directors.
2. Prepare supporting schedules and reconciliations for monthly financial reporting.
3. Assist CFO with preparation of the annual operating budget.
4. Assist with the annual financial audit by preparing requested schedules and documentation.
5. Assist with grant financial reporting as assigned.

Compliance & Record Management

1. Maintain organized accounts payable, accounts receivable, payroll, subcontractor, vendor and financial files.
2. Maintain insurance certificates and vendor documentation.

3. Collaborate with all departments to ensure accurate financial documentation and reporting.
4. Maintain strict confidentiality of all financial and personnel information.

Measurables

1. Complete 100% of monthly financial close activities by the established deadline.
2. Complete annual audit preparation by the CFO's deadline.
3. Process account receivable deposits within 1 business day.
4. Complete bank reconciliations by the 5th business day of each month.
5. Maintain 100% compliance with required financial filings and documentation.
6. Process 100% of payrolls on schedule.

Qualifications

- Strong organizational and time management skills
- Excellent attention to detail and accuracy.
- High level of integrity and commitment to confidentiality.
- Work independently while functioning effectively as part of a team.

Required Experience

- Minimum of three years of bookkeeping or accounting experience.
- Experience with QuickBooks Enterprise Desktop required.
- Proficiency in Microsoft Office.
- Experience with Paychex Flex payroll software preferred.

Additional Responsibilities

This job description reflects the core responsibilities of the role but is not intended to be all-inclusive. The Bookkeeper may be required to perform other duties as assigned to meet the evolving needs of Habitat for Humanity of Marion County. Flexibility and a willingness to adapt to changing priorities are essential. Assist with Habitat events, which include weekends and/or late evening hours.

I acknowledge receipt of the job responsibilities document. I understand that this document is intended to describe the general nature and level of work being performed but are not seen as a complete list of responsibilities, duties, and skills required. Also, this does not establish a contract for employment and is subject to change at the discretion of the employer. This employment is at-will, which means that either the employee or employer may terminate the relationship at any time, with or without notice or cause.

Signature

Date

Print Name