

OFFICE ADMINISTRATOR/BOOKKEEPER

Lakes Area Habitat For Humanity
PO Box 234, Brainerd, MN 56401
info@lakesareahabitat.org

SUMMARY: Responsible for the bookkeeping functions and oversight of office supplies. Successful applicant must have strong familiarity with QuickBooks, be detail oriented, have strong communication skills and be able to interact with public.

Responsibilities and Duties:

1. Maintain office supplies inventory

Supplies include typical office materials (copy paper, etc) and any items the ReStore team needs (cleaning supplies, etc)

2. Maintain data base:

Expectation is a comfort level of working with computers and databases. Data tracking includes donors (entry of gifts, acknowledgement of gifts), volunteers (entry and pulling reports), homeowners (entry and pulling reports).

3. Maintain accounting functions:

Experience with and comfort level in QuickBooks is a necessity of the position. Maintain A/P, payroll (outsourced but reports), deposits, checkbook reconciliation, etc. Work with auditors for annual audit and 990.

4. Maintain quarterly/annual filings and reports:

Complete and file reports as required including payroll reports, sales tax reports, etc.

5. Maintain worker's compensation files:

Collect and maintain certificates of insurance and complete annual workers compensation audit.

6. Maintain office filing systems:

Accurate and timely filing of materials in Partner Family, vendor and donor files; ensure in proper order for ease of use and pulling information needed in annual audit.

7. Manage office procedures:

Train staff on general office procedures, location of supplies; serve as primary greeter to office visitors; answer and direct phone calls to appropriate staff.

Assist Executive Director as requested

Job Requirements

*2+ years experience preferred

*Organized, detail oriented

*Experience with Quickbooks and comfort with databases

*High level of communication skills

Full-time position.

Salary/Benefits: Salary range \$45,000-60,000. PTO, 11 paid holidays, 401k, health insurance, short-term and long-term disability, life insurance and other benefits per the established policies.

Reports to: Executive Director

To apply, please send cover letter and resume to: LAHFH, PO Box 234, Brainerd, MN 56401 or email to info@lakesareahabitat.org.