



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

**Mission:** Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities and hope.

**JOB TITLE: Office Assistant / Financial**

REPORTS TO: Director Finance & Operations

STATUS: Part Time/ Exempt

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**PRIMARY PURPOSE:** This position has primary day-to-day responsibility for assisting the Finance Director in implementing, managing and controlling all financial-related activities of the organization.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assist the management processes for financial forecasting, budgets and reporting for the organization.
- Data entry accounts receivables and payables.
- Assist Homeowner mortgage accounts and delinquencies.
- Update and maintain the office filing system.
- Maintain archives according to the record retention policy.
- Provide administrative leadership and support to the Executive Director as needed.
- Clerical duties, answering phones, ordering office supplies

**MINIMUM QUALIFICATIONS, EXPERIENCE OR REQUIREMENTS**

- Associate Degree in a Business/Finance or Accounting Program
- 2+ years office admin experience
- Bilingual a plus
- Non-profit experience a plus.
- Skilled and knowledgeable in areas of finance, accounting and management.
- Strong problem solving skills.
- High level of integrity and dependability.
- QuickBooks experience preferred.
- Demonstrated ability to organize and implement office procedures.
- Strong phone and verbal skills.
- Detail-oriented.

***NOTE: This job description is intended as a guideline only, and does not limit in any way the duties or responsibilities of any employee. Nothing herein shall be constructed as a contract of employment, expressed or implied. All employment is terminable at will, with or without cause.***