



## JOB DESCRIPTION

<b>Title:</b> Finance and Administrative Assistant	<b>Employment Status:</b> Part-Time 25 hours per week
<b>Department:</b> Finance	<b>Place of Work:</b> Initially in office with possibility of hybrid.
<b>Reports to:</b> Director of Finance	<b>Works Closely with:</b> Executive Director & Department Heads

**Updated Feb 2024**

**JOB SUMMARY:** Primarily responsible for supporting the Director of Finance with multiple tasks involving day-to-day administration of financial and administrative functions. **Note:** The following is not an exhaustive list as other tasks may arise from time to time.

**PRIMARY DUTIES AND ASSOCIATED TASKS:**

1. Responsible for entering all bank deposits, credit card purchases and recurring monthly bills into QuickBooks.
2. Prepare bank deposits.
3. Pre-reconciliation of financial accounts with QuickBooks
4. Oversee and manage service contract accounts and relationships.
5. Overall responsibility for managing donation database software.
6. Administer Neighborhood Assistance Program (NAP), Virginia Tax credit donor program.
7. Provide general Human Resource administration to include processing background checks and new employee paperwork.
8. Maintain filing system and organize documents.
9. Handle incoming and outgoing mail and packages.
10. Maintain and track intangible company assets for accounting and annual city property reports.
11. Support technical writing of grant applications and management of grants.
12. Work with managers to maintain and update affiliate policies and procedures.

**PRIMARY RELATIONSHIPS:**

1. This position reports to the Director of Finance
2. Collaborates closely with other managers to include Executive Director, Resource Development, Restore and Construction managers.
3. The position will serve as the primary relationship with all service contacts, insurance companies and workers compensation.

**PERFORMANCE EXPECTATIONS:**

1. This is a mid-level administrative, detail-oriented position that presents a professional attitude and demonstrates a commitment to the mission, vision, and goals of Habitat.
2. Processes financial and human resource documents and data in an efficient and timely manner.
3. This position requires tact and confidentiality when handling sensitive financial and human resource information.
4. Works to further the three-year strategic plan, and to help shape future strategic plans.

**QUALIFICATIONS:**

1. Required basic skills include the ability to skillfully operate basic computer programs, including Microsoft Office, and financial management database such as QuickBooks Premier.
2. Bachelor's degree or equivalent job experience.
3. Experience working for a non-profit is a plus.
4. Superior attention to detail, organizational, planning and problem-solving skills.
5. Strong ability to work both autonomously and with a team. Most work is performed indoors. Must be able to pass criminal background check.

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