

Mitchell-Yancey Habitat for Humanity (M-Y Habitat)
Position Description: Bookkeeper

Area of Focus:

This position is responsible for the overall financial system and support of the operations of the M-Y Habitat affiliate.

Hours: 10 hours per week, contract employee

Salary: \$22/hr

Reports to: Board of Directors

Responsibility and Authority include:

<ul style="list-style-type: none">● Maintains all permanent financial files
<ul style="list-style-type: none">● Performs in QuickBooks bookkeeping entries, including ReStore financials, donations, construction expenses, receipts of mortgage payments, and all general administrative and operational expenses.
<ul style="list-style-type: none">● Reconciles bank statements
<ul style="list-style-type: none">● Prepares the financial reports monthly for the Board Treasurer for the Board of Directors meeting
<ul style="list-style-type: none">● Tracks finances for grants and reports status of restricted funds
<ul style="list-style-type: none">● Monitors and reports variances versus expense budgets for the affiliate.
<ul style="list-style-type: none">● Monitors and reports variances versus expense budgets for construction projects.
<ul style="list-style-type: none">● Writes and files reports to various governmental agencies and HFHI, e.g. 990, 1099 form.
<ul style="list-style-type: none">● Writes and files request for sales tax refund bi-annually
<ul style="list-style-type: none">● Updates depreciation of real property annually and makes additions and subtractions of property as needed with coinciding entries in QuickBooks
<ul style="list-style-type: none">● Maintains homeowner financial status and information in Mortgage Ledger and QuickBooks.
<ul style="list-style-type: none">● Monitors and reports to the Board of Directors status of homeowner mortgages.

**Applications with resume can be emailed to: myhfh.hr@gmail.com
or mailed to: Habitat ReStore- Personnel Committee, 563 Oak Avenue, Spruce Pine, NC
28777**

3/2025