

Accounting Assistant

Ideal for someone looking for a position that has meaning, and a desire to work for an employer that is impacting the local community by providing affordable homeownership. We are interested in talking to you and invite you to join in our Mission: Seeking to put God's love into action, Lakeshore Habitat for Humanity brings people together to build homes, community, and Hope.

The accounting assistant is vital to the successful operation of Lakeshore Habitat for Humanity. A successful candidate would be expected to uphold the Values of Lakeshore Habitat for Humanity:

- Seeks God – Models honorable behavior, language, and actions.
- Safety – Maintains an environment free from physical hazards, unsafe actions and verbal or physical harassment.
- Hospitality – Provides a welcoming, friendly, and gracious environment for customers, donors, staff, and volunteers.
- Stewardship - The careful and responsible management of affiliate resources, donations, and capital.

Accounting Assistant Job Description

The Accounting Assistant works closely with the accountant and supports the Accounting Department by performing clerical tasks, including processing & recording transaction, assisting with report preparation, responding to inquiries from customers and vendors, filing and other misc. duties.

Accounting Assistant Primary Duties

- Assists with Accounts Payable (recording, paying, vendors)
- Assists with biweekly payroll process.
- Record bank transactions (deposits, bank loans, etc.)
- Assist with reconciling bank statements.
- Input and Maintain Accounts Receivable
- Update bookkeeping systems as needed.
- Provide financial information for various management purposes, respond to vendor & customer inquiries.
- Assist auditors with data collection.
- Assist with the input and management of company's accounting database.
- Filing and other miscellaneous duties.

Required Qualifications

- At least two years of experience in a related accounting field
- Demonstrated ability to work effectively within a team environment and promote a positive working environment.
- Experience with QuickBooks accounting software

Education and Experience:

- Accounting degree Associates, Bachelors.
- Proficiency in computer systems.
- Previous non-profit accounting experience desired.
- Database Experience.