

# HAVEN HILLS

## POSITION DESCRIPTION

**POSITION:** Bookkeeper  
**HOURS:** Full Time – 40 hours/Non-Exempt

### **POSITION SUMMARY:**

Under the supervision of the Financial Director, perform bookkeeping functions for Haven Hills, Inc.

### **POSITION DUTIES AND RESPONSIBILITIES:**

1. Perform accounts payable duties, such as prepare checks and maintain accurate records
2. Obtain the appropriate information from vendors for reporting to the federal government (1099's, W-9 information) and our granting agencies
3. Perform monthly invoicing to Public Funding Agencies
4. Prepare bi-weekly payroll, maintain timecards, journal entries, and other records
5. Conduct month-end closing activities
6. Maintain and record cash receipts to the appropriate accounts (accounts receivable)
7. Maintain files in conformity with existing system
8. Assist with annual audit preparation
9. Assist and support any bookkeeping functions as needed and assigned by supervisor

### **MINIMUM QUALIFICATIONS**

1. Knowledge of bookkeeping practices
2. Knowledge of generally accepted accounting principles and procedures
3. An associate degree in accounting, finance or business an advantage
4. Experience with QuickBooks accounting software or equivalent financial software program
5. Must be organized and detail oriented
6. Must have ability to work well with others
7. Ability to handle multiple tasks

Haven Hills, Inc. is an equal opportunity employer and does not discriminate based on race, religion, national origin, gender, age, or lifestyle.

## **HAVEN HILLS POSITION DESCRIPTION**

### **AMERICAN WITH DISABILITIES ACT COMPLIANCE INFORMATION**

To comply with the Americans with Disabilities Act and other applicable laws ensuring equal employment opportunities to qualified individuals with a disability, reasonable accommodations are made for the known physical or mental limitation of an otherwise qualified individual with a disability unless such accommodation create an undue hardship on Haven Hills.