Bookkeeper

Background:

Housing Development Alliance, Inc, is a well-established nonprofit housing provider serving southeast Kentucky. HDA operates an affordable homeownership program, a home repair program, develops and manages rental units and operates an on-the-job training program for people in recovery. In response to the July 22 floods, HDA is striving to double our production to meet the pre-existing affordable housing crisis as well as flood-related housing needs.

Job Responsibilities:

- Maintains records of financial transactions by establishing accounts; posting transactions; ensure legal requirements compliance.
- Develops system to account for financial transactions by establishing a chart of accounts; defining bookkeeping policies and procedures.
- Maintains subsidiary accounts by verifying, allocating, and posting transactions.
- Balances subsidiary accounts by reconciling entries.
- Maintains general ledger by transferring subsidiary account summaries.
- Balances general ledger by preparing a trial balance; reconciling entries.
- Maintains historical records by filing documents.
- Prepares financial reports by collecting, analyzing, and summarizing account information and trends.
- Complies with federal, state, and local legal requirements by studying requirements; enforcing adherence to requirements; filing reports; advising management on needed actions.
- Contributes to team effort by accomplishing related results as needed.

Qualifications / Skills:

- Competency in MS Office (especially Excel), databases and accounting software (Sage)
- Developing Standards
- Analyzing Information
- Dealing with Complexity
- Reporting Research Results
- Data Entry Skills
- Accounting
- SFAS Rules
- Attention to Detail
- Passion and respect for Appalachia and the challenges of rural, persistent poverty communities and the families living in them.
- Strong verbal and written communication skills.

Education, Experience, and Licensing Requirements:

- Bachelor’s degree in accounting, finance, or related field
- Previous bookkeeping experience preferred
- Experience in working with multiple legal entities under different legal umbrellas
Compensation

$18 to $20 per hour with excellent benefits and growth potential

How to apply:

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, citizenship, disability, military leave or veteran status, genetic information, or any other status protected by applicable federal, state, or local law.

Interested applicants should submit a resume, cover letter, and three references to amie@hdahome.org