



**Position Description  
Finance Assistant/Bookkeeper Track  
Casual Position**

**GENERAL DESCRIPTION:**

The Finance Assistant will support the Finance Department in a variety of activities related to general bookkeeping and mortgage operations.

The position works closely with the Chief Financial Officer, Accounting Manager and homeowners in the normal course of business.

New employees will be required to successfully complete internal Mortgage Loan Originator training.

**CORE RESPONSIBILITIES:**

- Maintain escrow invoices, i.e. Insurance Invoices
- Filing
- Post Accounts Payable Invoices
- Bank Reconciliations
- Daily sales journal entries and balancing for retail operation
- Process Homeowner insurance claims
- Apply monthly mortgage payments “as needed”
- Answer telephone, screen and direct calls on an “as needed” basis
- Other duties as assigned

**KNOWLEDGE, SKILLS, ABILITIES:**

- Professional personal presentation
- Excellent verbal and written communication skills
- Customer service orientation
- Information management
- Organizing and planning
- Attention to detail
- Initiative – Self Starter
- Reliable & Punctual

**EDUCATION, EXPERIENCE:**

- High school diploma
- Knowledge of bookkeeping and clerical procedures
- Strong knowledge of computers and Microsoft Office
- Strong Microsoft Excel is required
- Peachtree/Sage Accounting software a plus
- Knowledge of customer service principles and practices
- Keyboard skills
- Prior construction, banking, or mortgage experience preferred

**PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:**

This position is primarily performed at a desk in the office. Anticipated work schedule follows general ‘business hours’, with no more than 29 hours per week expected.

*This position is an hourly position commensurate with qualifications and experience.*

Pensacola Habitat for Humanity is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, marital status, national origin, or disability.

Email resumes to [info@pensacolahabitat.org](mailto:info@pensacolahabitat.org). No calls please.