



Bookkeeper

- Proficiency in English
- Familiarity with bookkeeping and basic accounting principles
- Proven ability to calculate, post and manage accounting figures and financial records with a high degree of accuracy
- Verifiable accounting experience (5+ years strongly preferred)
- Strong computer, accounting software, and word processing skills; proficiency in MS Office, Quickbooks, and Excel
- Organizational skills; ability to manage multiple tasks and deadlines effectively
- Excellent communication skills; ability to speak and write effectively
- Experience in working with volunteers; ability to deal with the public; and positive attitude
- High School Diploma required; Associates Degree or relevant certification a plus

Submit resume to

ellen@habitattuscaloosa.org

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