

JOB DESCRIPTION

Accounting and Administrative Assistant

Summary:

The Accounting and Administrative Assistant supports the Finance Director in maintaining accounts and efficient daily accounting operations. This role will also provide administrative support in other areas of the organization as needed.

Reports to: Finance Director

Schedule: 20 hours per week, 3-5 days per week, in-person at the HRB office

Salary Range: \$26-\$28 per hour dependent on experience

Benefits: Vacation, sick, and holiday pay; retirement match

Essential duties and responsibilities:

- Process accounts payable, including entering bills and assisting with payments.
- Support accounts receivable, including invoicing and tracking incoming payments and donations.
- Support payroll processing and expense reports.
- Manage deposits and perform bank and credit card reconciliations.
- Assist with month- and year-end closing processes.
- Maintain organized and accurate financial records and filing systems.
- Provide general administrative and accounting support as needed.
- Assist with data entry and tracking in accounting systems and spreadsheets.
- Assist with periodic finance responsibilities, e.g. audit and tax preparation assistance, budget building.
- Answer queries from funders, vendors, and others promptly and courteously.
- Assist with administrative duties and special projects in other areas of HRB as needed.

Minimum qualifications:

- Minimum three to five years' bookkeeping experience.
- Proficiency with QuickBooks online or similar accounting program.
- Proficiency with Microsoft Excel and other MS Office Suite programs.
- Basic knowledge of accounting principles.
- Demonstrated accuracy with details.
- Ability to successfully work as team member, multi-task, and work independently.
- Strong interpersonal skills and written and verbal communication skills.
- Experience handling confidential information.

- Understanding of structural racism, a commitment to advancing more equitable housing systems, and enthusiasm for contributing to an organizational culture and mission that supports diversity, equity, and inclusion.

Preferred qualifications:

- Associate or bachelor's degree in accounting, finance, or related field.
- Knowledge of financial statement preparation, budgeting, and cash flow forecasting and reporting.
- Experience preparing for and supporting financial and government audits.
- Nonprofit accounting experience.

To apply:

Send cover letter and resume to Michael Achey at HRB-finance@housingresourcesbi.org. Incomplete applications will not be considered.

About HRB:

Founded in 1989, Housing Resources Bainbridge (HRB) is Bainbridge Island's only nonprofit affordable housing provider and advocate. As a community land trust, we remove land from the speculative market and conserve it for permanently affordable housing for rent and sale to income-eligible households. HRB also offers independent living services so that older adults and people with disabilities might continue to live at home.

Limited inventory on Bainbridge Island has pushed prices beyond reach of all but top-tier earners. Increasingly, people who work on Bainbridge—educators, first responders, city employees, service industry workers, those who care for our oldest and youngest community members, and so many others—live off island far from their work and endure personally and environmentally unsustainable commutes. Longtime residents who had hoped to remain in the communities they helped build are leaving. And young families and other newcomers—people who bring diverse backgrounds, new ideas and energy—are being kept away.

As a provider of affordable housing, HRB counters this displacement, builds community resilience and equity, and sustains the social connections across generations, cultures, and classes that strengthen and enliven our community.