



**TITLE:** Bookkeeper

**LOCATION:** West St Paul, Minnesota

**COMPENSATION:** \$43,000-\$48,000 salary, Full Time – plus generous benefits package.

**TIME:** Full time

**SUPERVISOR:** Executive Director

**Hmong American Farmers Association (HAFA)** is a social justice organization that is committed to advancing the economic, social, and cultural prosperity of Hmong American farmers through advocacy, economic development, capacity building, and research. More specifically, HAFA uses an organizing approach to work with its members and other farmers in the Hmong community to access land, equipment, capital, and training so that they can improve their farming operations, and thereby, lift their families out of poverty. As a membership-based organization, HAFA was started by and is led by Hmong American farmers.

#### **Job Description:**

The Book Keeper is to report to the Executive Director and work alongside with the organization's Accountant to ensure the financial well-being of the organization. At the direction of the management team, the position also contributes to the financial strategy for the different programs within HAFA. The Bookkeeper is responsible for regular monitoring and maintaining HAFA's financial systems, programs, and processes.

#### **Responsibilities:**

The duties for this position include, but are not limited to:

- Complying with all the organization's standard operating procedures (SSOP)
- Data entering all financial information into QuickBooks Online and other financial programs
- Organizing and maintaining an orderly accounting filing system
- Assisting the Accountant contractor in the creation of timely financial reports and statements
- Preparing monthly reports to the Executive Director and other team members
- Providing clerical and administrative support as requested and trouble-shooting financial issues or problems
- Preparing and assisting with the annual audit review process
- Overseeing the renewal of HAFA licenses, permits, accounts, exemptions, and vendor relations
- Reviewing and reconciling staff timecards on a bi-weekly basis
- Assisting in the creation and maintenance of the organizational budget
- Calculating variances from the projected and the year-to-date budgets and report significant issues to the Accountant
- Leading all financially related tasks necessary for the operations of the organization such as:
  - Issue organizational invoices
  - Pay expenses
  - Deposit income
  - Record and reconcile all receivables transactions
  - Record cash receipts
  - Maintain petty cash with the Farm Team
  - Serve as the day-to-day bank liaison for the organization
  - Conduct monthly reconciliations of all bank accounts and credit cards
  - Conduct periodic reconciliations of all accounts to ensure accuracy



- Tag and monitor fixed assets in coordination with the Office Manager
- Monitor procurement of items over staff purchasing authority and make corrections when required
- Close month-end journal entries and staff time allocations to grants
- Monitor HAFA programmatic spending in relations to grant budgets and regularly update the HAFA grant matrix
- Make weekly visits to the HAFA Farm during the growing season to assist staff in administering HAFA AMP and Farm expenses and requests
- Co-manage the HAFA head office in West Saint Paul when the Office Manager is absent
- Support the Farm Business Management training and HAFA IDA program

### **Qualifications & Experience:**

- Associates or Bachelor's degree in Business, Finance or Accounting
- 2+ years related experience in bookkeeping
- Have experience in nonprofit or community development sectors
- Some experience with federal grant reporting
- Highly motivated and hard working
- Excellent financial skills and comprehension
- Excellent oral communication skills
- Be thorough and detailed-oriented
- Be able to operate in a fast-paced environment
- Be able to work independently and alongside team members while under tight deadline
- Have extensive experience and knowledge of QuickBooks Online, Microsoft Excel and other office-related software programs such as Word and Outlook
- Have an understanding of Generally Accepted Accounting Principles (GAAP)
- Be able to work some evenings and weekends when required
- Ability to speak Hmong fluently and/or familiar with the Hmong Culture and customs are preferred

HAFA is especially interested in candidates who are committed to social, economic and racial justice

HAFA is a Hmong-led organization, and cultural diversity is important to us. Minorities and people of color (particularly Hmong) are encouraged to apply. HAFA is an equal opportunity employer.

**If interested, please send your cover letter, resume, a writing sample and three references to [info@hmongfarmers.com](mailto:info@hmongfarmers.com). Please put “*Book Keeper Applicant*” in the subject line.**