



FINANCE VOLUNTEER DESCRIPTION

Volunteer Description:

Pikes Peak Habitat for Humanity is a nonprofit organization that builds affordable housing for the local community. We are looking for an individual with experience in bookkeeping or accounting to volunteer with our finance department.

Volunteer tasks include but are not limited to:

- Post deposits and update spreadsheets
- Reviewing and posting invoices into QuickBooks
- Posting Gifts In-Kind
- Other administrative tasks as needed such as filing, creating spreadsheets and reports

Qualifications:

- Prior experience in bookkeeping
- Organized, able to accept direction and to work independently
- Experience in QuickBooks preferred
- Must pass a background and credit check

Commitment:

- Two days a week for a four hour shift
- Commitment minimum of three to six months

If interested please contact Isaac Ring, Volunteer Manager at isaac@pikespeakhabitat.org.