



BOOKKEEPER JOB ANNOUNCEMENT

Affordable Housing Developers is currently seeking a **Full-Time Bookkeeper** to join our team. The ideal candidate will be detail oriented, organized and committed to supporting our mission of developing and managing affordable housing for low-income individuals and families throughout North Dakota.

Position Details:

Job Title: Bookkeeper

Location: Dickinson, ND (In-Office) or Remote/Hybrid in the Bismarck/Mandan area

Schedule: Monday through Friday, 8:00am-4:30pm

Reports To: Executive Director

Key Responsibilities:

- Perform a variety of administrative and accounting tasks to ensure the smooth operation of financial activities
- Process invoices, payments, and manage accounts payable/receivable
- Maintain accurate financial records and assist in preparing monthly and annual reports
- Support the budgeting and financial planning process
- Reconcile accounts and track expenses to ensure proper allocation
- Assist with audits and other financial assessments
- Collaborate with the Executive Director to ensure financial practices align with the organization's goals

Minimum Qualifications:

- Proven experience as a bookkeeper or similar accounting role
- Strong knowledge of accounting principles and financial software
- A demonstrated ability to effectively communicate professionally in both written and oral formats
- Attention to detail and ability to work independently
- Strong organizational and time management skills
- Ability to work effectively with a team while contributing to a shared mission

- Working knowledge of standard office equipment
- Proficiency in Microsoft Office including, Word, Excel, PowerPoint and Outlook
- Must adhere to state and federal regulatory requirements
- Required to sit for long periods of time at a computer
- Must possess a valid driver's license and insurable driving record
- Own a vehicle suitable to meet job requirements
- Periodic travel within the State of North Dakota is required
- Must pass pre-employment criminal background check and reference checks

Why Join Us?

At Affordable Housing Developers, we are dedicated to making a difference in the lives of low-income individuals and families in North Dakota. By joining our team, you will play a critical role in helping to create and manage housing solutions that make a lasting impact.

We offer a flexible work environment, \$700 per month health care stipend, employer paid dental, vision, disability and life insurance, 13 paid holidays, 2 personal holidays, sick and vacation leave time, and retirement benefits.

How to Apply:

Interested candidates should send their resume and a cover letter to:

Affordable Housing Developers, Inc.
PO Box 1326
Dickinson, ND 58602-1326
admin@ahdi-nd.org

Please include a brief summary of your qualifications and why you are passionate about supporting affordable housing initiatives.

Equal Opportunity Employer: Affordable Housing Developers does not discriminate on the basis of race, color, national origin, sex, genetics, religion, age, or disability in employment or the provision of services, and complies with the provisions of the North Dakota Human Rights Act.