



**TITLE:** Bookkeeper

**LOCATION:** West St Paul, Minnesota

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

**TIME:** Full time, Monday – Friday 9am – 5:30pm

**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 Bookkeeper is to report to the Executive Director and work alongside 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
- 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
- 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 credit cards
- Tag and monitor fixed assets in coordination with the accountant
- Monitor procurement of items over staff purchasing authority and make corrections when required
- 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
- 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
- Must have access to reliable transportation for day travel
- 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

### **Supervision: 0**

### **Essential Functions:**

The following position requirements are representative of those that will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this position, the employee is regularly required to sit, stand, talk, hear and use hands and fingers to operate a computer, phone, and keyboard.
- Must be able to remain in a stationary position for sustained periods of time in an indoor setting.
- Occasional bending, kneeling, crouching, turning, twisting, lifting, pulling, carrying, pushing object(s) weighing up to 25 lbs.
- Moderate noise levels (i.e., shared spaces, phones, printers and light traffic).
- Clarity of vision at varying distances to observe and/or use farming equipment, instruments, tools, manuals and other printed materials.
- Manipulate hands and fingers to operate a variety of tools and equipment.
- Verbal, auditory, and written capabilities to effectively communicate in an articulate manner.
- Ability to focus on data, analyze the information and draw conclusions.
- Occasional driving of a vehicle to conduct work.



HMONG AMERICAN  
FARMERS ASSOCIATION

Hmong American Farmers Association  
149 Thompson Avenue East, Suite 210 | Saint Paul, MN 55118  
Phone: 651-493-8091 | Email: [info@hmongfarmers.com](mailto:info@hmongfarmers.com)  
[www.hmongfarmers.com](http://www.hmongfarmers.com)

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, and three references to [HR@hmongfarmers.com](mailto:HR@hmongfarmers.com). Please put “*Book Keeper Applicant*” in the subject line.**