

Job Description

POSITION TITLE:	Senior Accountant
SUPERVISOR:	Office Manager
HOURS WORKED:	Part-time, Non-Exempt 20 Hours per week
SALARY RANGE:	\$22,000 - \$24,000 annually

POSITION SUMMARY:

The Senior Accountant is responsible for the financial accounting responsibilities for the organization. Primary financial duties include maintenance of assets and liabilities, accounts receivable and accounts payable duties including deposits, check requisition processing, payroll preparation, employee benefit communication, mortgage and escrow processing, thrift store sales reconciling, construction loan processing, company credit accounts, preparing a wide variety of financial reports, the agency budget and document preparation. This position assists with requirements set forth by agency Grants. Monitor allocations and assist in recording “construction in progress” records. Financial reporting will follow GAAP standards. Banking duties will include reconciling, reporting, processing EFT/ACH payments, cash and check transactions for all bank accounts. Monthly reports Quarterly duties include payroll and grant compliance reports. Annual duties include affiliate audit preparation and assistance with various projects and grant audits. Annual duties also include fiscal year end closing. This position will interface with other staff members as projects require.

QUALIFICATIONS:

1. B.A. or B.S. in a field related to the mission of the organization is preferred. A combination of work experience and education may be substituted.
2. A minimum of two years working in accounting with bookkeeping.
3. Ability to execute financial and data entry, responsible for a calendar of timed payments, and a variety of reports to meet deadlines while maintaining a positive attitude.
4. Strong computer skills required.
5. Strong communicational skills, both verbal and written.
6. Strong organizational skills leading to efficiency and functionality.
7. Working knowledge of Microsoft Office Suite and QuickBooks.
8. Must be able to lift and move objects as heavy as 25 lbs.

JOB DUTIES:

- Report to and work in conjunction with Executive Director and members of the Finance Committee
- Monitor cash flow and budgets
- Coordinate aspects of the AR and AP process including deposits, check requisition processing, reporting and document preparation.
- Perform banking, thrift store and other account reconciliations monthly or as required.
- Coordinate aspects of the payroll process including timesheet review, payroll preparation, withholdings and employee benefit processing, federal tax payments and quarterly taxes and reporting.
- Process data entry in QB and other spreadsheets to capture data for reporting.
- Electronic filing of accounting, payroll, personnel, donor, and other potentially confidential documents.
- Perform data entry tasks for construction in progress and donor development information, as needed.
- Work with Habitat personnel in construction, thrift store, development and family services (mortgage and escrow servicing) departments.
- Assist in other areas as needed.