

## POSITION DESCRIPTION

### Classification

Exempt

### Reports to

Vice President of Finance

### Summary/Objective

The Staff Accountant is responsible for computing, classifying, recording, and verifying numerical data in order to maintain accounting records for Habitat for Humanity Greater Orlando & Osceola County. This requires organizational and time management skills, as well as a highly detail-oriented mind.

### Essential Functions

1. Process and record of accounts payable transactions and ensure that all invoices and staff reimbursements are paid accurately
2. Receive mail with development department for internal control purposes
3. Manage the processing of cash receipts, record revenue and receivables
4. Work closely with the development department to ensure that revenues in accounting software are reconciled with donor database at any given time.
5. Record payroll journal entries
6. Reconcile mortgage portfolios to general ledger
7. Maintain and update vendor files, 1099s, credit card statements, and other financial documents
8. Process functional and benefits expense allocations, monthly accruals, amortization of prepaid expenses, fixed assets depreciation and recording of adjusting and reclassification journal entries
9. Perform general accounts analysis and reconciliations
10. Perform accounts receivable duties, specifically grant billing
11. Monitor and collect data to assess accuracy and integrity
12. Assist with annual budgeting process
13. Assist with financial audits

### Competencies

1. Passionate about the Habitat for Humanity mission and purpose
2. Possesses critical thinking skills and utilize good judgement
3. Possess attention to detail and great interpersonal skills
4. Proficient in Microsoft Office Suite
5. Highly organized and able to prioritize your workload, while remaining calm and courteous under pressure
6. Quick learner and proactive, taking initiative to complete projects and tasks
7. Ability to perform multiple tasks simultaneously and meet deadlines
8. Ability to work independently, as well as collaborate
9. Positive and professional attitude

### Supervisory Responsibility

This position has no supervisory responsibility.

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### Work Environment

This job operates in a professional office environment or at various event sites. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. This position may require working in various weather conditions.

### Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position requires extended periods of sitting and standing. The employee must also occasionally lift and move up to 25 pounds.

### Position Type/Expected Hours of Work

This is a full-time, salaried position. Office hours are Monday through Friday, 9 a.m. to 5 p.m.

### Travel

Travel is primarily local during the business hours and mileage is reimbursed.

### Required Education and Experience

Bachelor's degree in Accounting

### Preferred Education and Experience

Nonprofit Experience

QuickBooks Enterprise

### Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

### Office Location:

4116 Silver Star Rd. Orlando, FL 32808

### To Apply:

Please send resumes and cover letters to [employment@habitorlandoosceola.org](mailto:employment@habitorlandoosceola.org)

All resumes will be reviewed upon receipt.

*HGO is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.*

2/14/2019