

POSITION DESCRIPTION

Classification

Exempt

Reports to

CFO

Summary/Objective

The Accountant is responsible for computing, classifying, recording, and verifying numerical data to maintain accounting records in accordance with Generally Accepted Accounting Principles for Habitat for Humanity Greater Orlando & Osceola County.

Nonprofit accountants must demonstrate attention to detail and good record-keeping skills to meet state and federal tax and nonprofit regulations. Nonprofit accountants also need outstanding communication skills for working with front-line staff, management, and board members, plus vendors, community donors and others.

Essential Functions

- Help with all essential day to day accounting activities including but not limited to accounts payable, accounts receivable, grant billing and processing cash receipts
- Oversee incoming donations and work closely with Development Department
- Process functional and benefits expense allocations, monthly accruals, amortization of prepaid expenses and recording of adjusting and reclassification journal entries
- Maintaining and reconciling fixed assets schedules
- Reconciling sub-ledger to general ledger account balances
- Assessing internal controls, including risk assessments and reviews of risk areas
- Assisting in the design and preparation of budgets for review by management
- Prepare documentation for external auditors

Competencies

- Passionate about the Habitat for Humanity mission and purpose
- Possesses critical thinking skills and utilize good judgement
- Possess attention to detail and great interpersonal skills
- Proficient in Microsoft Office Suite
- Highly organized and able to prioritize your workload
- Quick learner and proactive, taking initiative to complete projects and tasks
- Ability to perform multiple tasks simultaneously and meet deadlines
- Ability to work independently, as well as collaborate
- 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
3 to 5+ years of progressive accounting experience
Extensive experience with QuickBooks

Preferred Education and Experience

Nonprofit Experience

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
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.

3/5/2021

POSITION DESCRIPTION

Habitat Greater Orlando & Osceola County Core Values

WE... leads our core values as WE are a team operating together. WE are the foundation that the core values are built upon; these values do not apply to or represent just one of us -- they apply to all of us. Only as a team will we succeed.

Deliberate

- Planful – You look forward and work not only on what is in front of you, but also what is on the horizon.
- Measured – You pay attention to the little details that make a big difference.
- Levelheaded – You do things the right way, even when it's not the easy option.

Honorable

- Candid – You point out issues, along with possible solutions.
- Transparent – You own your mistakes and learn from them.
- Trustworthy – You do what you say you are going to do.

Nimble

- Empowered – You accept the independence and responsibility to excel.
- Creative – You integrate process improvements and innovations into project enrichment.
- Flexible – You welcome opportunities to broaden your skill set and gain new perspective.

Optimistic

- Positive – You embrace opportunities to positively elevate others.
- Fun – You work hard...but have fun doing it.
- Playful – You incorporate a spirit of adventure and playfulness into your work when appropriate.

Tenacious

- Diligent – You are mindful about the details and show care and enthusiasm for big and small projects alike.
- Dedicated – You champion perseverance in all that you do.
- Driven – You make sure that the job gets done even when there are obstacles or tight deadlines.