

## POSITION DESCRIPTION

### **Classification**

Exempt

### **Compensation**

Starting at \$55,000 based on experience

### **Reports to**

Vice President of Planning & Construction

### **Summary/Objective**

Position aids construction accountant on day-to-day accounting duties related to the construction of houses including but not limited to accounts payable, budget to actual reports, construction draws, purchase orders, inventory and GIK reconciliation and other accounting duties as assigned.

In addition, this position would oversee and manage all aspects for the financial handling of the mortgage portfolio, which includes reconciliation with servicer, providing required information to secured note holders and working through any tasks related to nonperforming mortgages.

### **Essential Functions**

- Responsible for accounting operations related to the construction department.
  - Communicate routinely with construction and finance department on a variety of job-related topics.
  - Assist with monthly reconciliations of budgets to actuals per project and submit construction draws for approval as needed and required.
  - Reviewing purchase orders, invoices, and supplier contracts to ensure that all estimated construction costs are tracked and managed.
- Responsible for accounting related to maintaining accurate mortgage portfolio
  - Communicate routinely with homeowner services and finance department on a variety of job-related topics.
  - Prepare monthly reconciliations of mortgage portfolio to mortgage servicer.
  - Process payments to secured note holders and send documents, as needed.
  - Work with homeowner services on processes and needs with respect to nonperforming mortgages.
- Prepare monthly close-out procedures on specified accounts, which includes reconciling sub-ledger to general ledger account balances.
- Work to ensure proper compliance with accounting procedures including reviewing and analyzing financial reports monthly.
- Work to continually improve accounting processes while meeting best practices and ensuring efficiencies.
- Prepare documentation for external auditors and tax preparers.

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### Competencies

- Passionate about Habitat for Humanity's mission and purpose.
- High energy and the ability to function effectively with a minimum of daily direction and support.
- Ability to solve problems and make decisions independently in a creative and effective manner.
- Must be a strong and organized leader with strong analytical and problem-solving abilities.
- Excellent verbal and written communication skills.
- Proficient in Microsoft Office Suite and Adobe Acrobat Pro.
- Skilled in QuickBooks.
- Understanding of construction processes & related administrative functions.
- Superior organizational skills.
- Strong initiative & self-starter.
- Enthusiasm, team-oriented and detailed.

### Supervisory Responsibility

This position has no supervisory responsibility.

### 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, and filing cabinets. 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 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

Must obtain and maintain annually Anti-Money Laundering certificate within first 90 days

Must exhibit strong fiscal responsibility; requires credit check

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### **Additional Eligibility Qualifications**

Must possess a valid and appropriate state driver's license.

### **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.

*Habitat for Humanity Greater Orlando & Osceola County, Inc. 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.*

3/14/2022

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### **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.