

POSITION DESCRIPTION

Mission

Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities, and hope.

Compensation

Starting at \$55,000 based on experience

Benefits

- ✓ Health insurance - High deductible option paid 100% for employee only plus \$100 monthly HSA contributions = \$7,429.68/year
- ✓ Short- & long-term disability Habitat paid
- ✓ Life insurance 1x salary Habitat paid
- ✓ Voluntary dental, vision, supplemental life, EAP
- ✓ Retirement plan with match up to 5% after 1 year of service
- ✓ Paid holidays - 12 per year
- ✓ Flexible paid time off
- ✓ Telecommuting options
- ✓ Book and movie clubs
- ✓ Happy Hour onsite
- ✓ Snacks & Coffee Bar
- ✓ Wellness initiatives
- ✓ Public Service Loan Forgiveness Eligible Employer

Classification

Exempt

Reports to

Controller

Summary/Objective

The Staff Accountant is responsible for computing, classifying, recording, and verifying numerical data to maintain GAAP 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 accounts payable transactions and ensure that all invoices and staff reimbursements are paid accurately
2. Responsible for mail distribution in accordance with internal controls to manage the process of properly recording cash receipts, recording revenue and receivables
3. Work closely with the development department to ensure that revenues in the accounting software are reconciled with the donor database at any given time
4. Payroll responsibilities include verifying employee payroll deductions and posting associated payroll journal entries
5. Reconcile mortgage portfolios to general ledger
6. Maintain and update vendor files, 1099s, credit card statements, and other financial documents
7. Process functional and benefits expense allocations, monthly accruals, amortization of prepaid expenses, fixed assets depreciation and recording of adjusting and reclassification journal entries
8. Perform general accounts analysis and reconciliations
9. Perform accounts analysis of restricted funds
10. Monitor and collect data to assess accuracy and integrity
11. Assist with annual budgeting process
12. Assist with financial audits

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Competencies

1. Passionate about the Habitat for Humanity mission and purpose
2. Ability to function effectively with a minimum of daily direction and support
3. Ability to solve problems and make decisions independently in a creative and effective manner
4. Proficient in Microsoft Office Suite
5. Ability to work directly with people from diverse racial, ethnic, and socioeconomic backgrounds
6. Possesses critical thinking skills and utilizes good judgment
7. Possess attention to detail and great interpersonal skills
8. Highly organized and able to prioritize your workload, while remaining calm and courteous under pressure
9. Quick learner and proactive, taking initiative to complete projects and tasks
10. Ability to perform multiple tasks simultaneously and meet deadlines

Supervisory Responsibility

This position has no supervisory responsibility.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in an office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

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. While performing the duties of this job, the employee is regularly required to use hands, reach with hands/arms, listen, and communicate. The employee must be capable of lifting and/or moving up to 15 pounds on a necessary basis and will occasionally be required to stand and walk for extended periods of time consistent with a typical office environment.

Position Type/Expected Hours of Work

This is a full-time, salaried position and the office hours of operation are Monday through Friday, 9 a.m. to 5 p.m. Some early mornings, evenings and weekends may be required.

Travel

Travel, if any, 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

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.



Staff Accountant

POSITION DESCRIPTION

Office Location:

4116 Silver Star Rd. Orlando, FL 32808

To Apply:

Please send resume and cover letter to 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.

10/5/2022

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.