

HABITAT for HUMANITY SAINT LOUIS

**Job Description: -A/P & A/R Associate**

**Purpose:** To further the mission of Habitat for Humanity Saint Louis through the efficient processing, documentation and support of financial and accounting related activities.

**Duties and Responsibilities:**

**Assist Financial Manager in preparation of monthly financial statements, associated QuickBooks and Excel reports and daily processing of accounting activities, including the following:**

To include, but not limited to the following:

- Vendor information/tracking in QuickBooks, including IRS W-9 forms.
- Generate annual 1099MISC forms to file with the IRS.
- Timely processing of routine accounting tasks such as invoices, check requests and credit card statements.
- Record routine ACH payments, banking service and analysis charges.
- Coordinate disbursements with Financial Manager, Construction Project Administrator, and Director of Operations.
- Respond to vendor inquiries and reconcile vendor statements.
- Manage expensing of prepaid expenses and prepare monthly journal entries to record.
- Assist with processing daily cash flow analysis.
- Assist with preparing and making bank deposits.
- Provide accounting support for two "ReStore" retail facilities.
- Assist with month and year-end closings as needed.
- Assist with annual financial and work comp audits.

**General Requirements:**

An understanding of accounting practices and principles (experience in residential construction preferred); Associate degree in accounting or equivalent work experience preferred; knowledge and work experience with QuickBooks software; good written and verbal communication skills; the ability to accomplish simultaneous tasks; and the ability to work well with volunteers.

**Work Schedule:** Office hours are Monday through Friday 9 am - 5 pm unless otherwise arranged and anticipates a work schedule that is adjusted as preferred for a lunch break.

**Physical Requirements:** Ability to work on a computer for long periods of time.

**Responsible to:** Finance Manager

Submit cover letter, resume, and salary requirement via email only to:  
[Tom@habitatstl.org](mailto:Tom@habitatstl.org) no later than 5 pm, Wednesday, July 17, 2019. **No phone calls.**

Responses submitted without salary requirements will not be considered.

*The employer has the right to revise this job description at any time. The job description is not a contract for employment, and either you or the employer may terminate your employment at any time, for any reason.*

*This job description does not list all of the duties of the job. You may be asked to perform additional duties. In addition, you will be expected to exercise your independent judgment in determining other tasks that need to be performed in order to increase the efficiency of the operations. You will be evaluated in part based upon your performance of the tasks listed in this job description and in part based on the initiative you take in identifying and undertaking additional function relevant to the operations of the business.*