

HABITAT for HUMANITY SAINT LOUIS

Job Description: Accounting Assistant

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 and Construction Administrator in preparation of monthly financial statements, associated QuickBooks and Excel reports and daily processing of accounting activities, including but not limited to the following:

- Vendor information/tracking in QuickBooks, including IRS W-9 forms and Certificates of Insurance
- Generate annual 1099MISC forms to file with the IRS.
- Timely processing of routine accounting tasks such as entering adjusted journal entries, creating invoices, check requests and review credit/debit card statements and reimbursement request forms. Review and record properly coded and approved vendor invoices.
- Respond to vendor inquiries and reconcile vendor statements.
- Record routine bank transactions.
- Coordinate disbursements with Financial Manager, Construction Administrator, and Director of Operations.
- Manage in-house mortgages, including processing of real estate taxes, property insurance, manager MRF account and prepare escrow analysis
- Assist the Family Services Department with reports such as homeowner's accounts balances, and other when needed
- Assist with processing daily cash flow analysis.
- Assist with preparing and making bank deposits.
- Provide accounting support for two "ReStore" Retail Managers such as assistance with cash handling procedures, help with the reporting process and preparing monthly bank reconciliations for both locations.
- Assist with month and year-end closings as needed.
- Assist with annual financial and workers compensation 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 required good written and verbal communication skills; the ability to accomplish simultaneous tasks; and the ability to work well with volunteers.

Work Schedule:

While office hours are Monday through Friday 9 am - 5 pm, consideration will be given to flexible hours / schedule. Position will begin as a 24 – 30 hour per week position with potential to increase.

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

Responsible to: Finance Manager
Construction Administrator

Submit cover letter, resume, and salary requirement via email to: irena@habitatstl.org no later than 5 pm, Monday, November 30, 2020. **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 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.