

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 accounting related activities.

Duties and Responsibilities:

Financial / Administrative

- Timely processing of routine accounting tasks such as entering adjusted journal entries, creating invoices, check requests, review credit/debit card statements, reimbursement request forms and invoice/document filing. Vendor information/tracking in QuickBooks, including IRS W-9 forms and Certificates of Insurance
- Respond to vendor inquiries and reconcile vendor statements.
- Prepare and complete bank deposits, record routine bank transactions and vendor invoices, review / coordinate disbursements with Financial Manager, and Construction Administrator.
- Assisting during the annual audit process.

Program (Construction including Minor Home Repair program and Family Services)

- Assist with support documentation and requirements of various grant subsidy programs such as Affordable Housing Trust Fund, Community Development Administration, etc.
- Review applications for Minor Home Repair program eligibility and fitness; acts as the custodian of sensitive documents; builds and maintains file folders for all respondees; assists prospective program participants with application submittal.
- Manage in-house mortgages, including processing of real estate taxes, property insurance, manage MRF account and prepare escrow analysis.
- Assist the Family Services Department with reports such as homeowner account balances, and other financial duties when needed

ReStore

- Provide accounting support for two "ReStore" Retail Managers such as assistance with cash handling procedures, and assistance with the reporting processes.

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; strong written and verbal communication skills; attention to detail; 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, consideration will be given to flexible hours / schedule.

Physical Requirements: Ability to work on a computer for extended 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, Wednesday, November 30th, 2022. **No phone calls.**

Pay and Benefits: Starting minimum pay of \$18.00/hour - up to \$22/hour possible based on experience. Nonexempt. Employer provided medical, dental and vision care. Matching 401k upon qualifying. Paid time off.

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 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.