



Job Description: Accounting Associate

Purpose:

To support the mission of Habitat for Humanity Saint Louis through efficient processing, documentation, and assistance with accounting-related activities.

Duties and Responsibilities

Financial / Administrative

- Complete routine accounting tasks including entering journal entries, creating invoices, verifying check requests, reviewing credit/debit card statements, processing reimbursement request forms, and filing invoices/documents.
- Set up new vendor/customer information in QuickBooks, collect W-9 forms, respond to vendor inquiries, and reconcile vendor statements.
- Assist with bank deposits.
- Support month-end and year-end closings and assist with annual financial and workers' compensation audits.
- Assist during the annual audit process by scanning and preparing copies of various documents.
- Provide support documentation and meet requirements for various grant subsidy programs.

ReStore

- Provide accounting support to two ReStore Retail Managers, including assistance with cash handling procedures, preparing monthly bank reconciliations for both locations, and discussing discrepancies with the ReStore General Manager.
- Perform physical inventory checks for purchased materials, submit purchase orders for materials and maintain inventory records.

Program

- Assist the Family Services Department by managing in-house mortgages including processing of real estate taxes, property insurance, emergency funds and escrow analyses.
- Provide reports to the Resource Development department upon request.

General Requirements

- Understanding of accounting practices and principles.
- Associate degree in accounting or equivalent work experience preferred.
- Knowledge of and experience with QuickBooks software required.
- Strong written and verbal communication skills.
- Attention to detail and ability to manage multiple tasks simultaneously.

Work Schedule: The role offers a flexible Monday through Friday schedule with hours ranging from 30 to 40 per week, depending on the needs of the organization and the demands of the workload. This flexibility allows for an adaptable work arrangement while meeting both personal and organizational goals.

Physical Requirements: Ability to work on a computer for extended periods of time and to physically visit the ReStore locations as required by the position.

Reports to: Finance Manager

Works closely with: Construction Administrator / Construction Associate

Pay and Benefits: Starting minimum pay of \$19/hour to \$22/hour possible based on experience. Nonexempt. Employer provided medical, dental and vision care. Matching 401k upon qualifying. Paid time off after the completion of an introductory period. Paid holidays.

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.

To apply: Please submit a current resume and cover letter by October 16, 2024 to irena@habitatstl.org No phone calls please.