



Job Description: Construction Associate

Purpose:

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

Duties and Responsibilities

Financial / Administrative

- Process 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, collect COI from sub-contractors, respond to vendor inquiries, and reconcile vendor statements.
- Assist with support documentation and requirements of various grant subsidy programs such as Affordable Housing Trust Fund, Community Development Administration, Tax Abatement, 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 and maintain reporting within BuilderTrend.
- Support month-end and year-end closings and assist with annual financial and workers' compensation audits.
- Maintain electronic records of all bills, invoices, and proof of payment. Track all by project.
- Assist with the construction bidding process.
- Provide support for construction staff as needed.

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 construction sites, as necessary.

Reports to: Construction Administrator

Works Closely with: Accounting Associate / Finance Manager

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 functions relevant to the operations of the business.

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