

**Job Title:** Staff Accountant

**Position Location:** Charlottesville, Virginia

**Employment Type:** Full-time - Salaried

**Schedule:** Monday through Friday with occasional evenings and weekends

**Benefits:** 20 days of PTO, 9 paid holidays, Medical insurance, Long-term disability, Dental/Vision insurance, Life insurance, Accident insurance, 401(k) with employer match (more information available upon request)

### **Organization Overview:**

Habitat for Humanity of Greater Charlottesville ("Habitat") is a non-profit organization that brings people together to build and rebuild homes and communities, so that everyone in Charlottesville can have a decent place to live. We are deeply committed to working in respectful partnership with community members to support healthy neighborhoods.

Habitat is currently redeveloping the Southwood Mobile Home Park, a 120-acre, 1,300 resident community located in Albemarle County. We are working side by side with residents to plan for a mixed-use, mixed-income community of more than 1,000 new homes and businesses. When complete, Southwood will be a national model of compassionate and inclusive resident-led redevelopment. At Southwood and elsewhere, Habitat rebuilds communities via a long-term Asset Based Community Development approach, using the skills and talents of community members to help them achieve their own vision.

### **Position Background and Vision:**

The Staff Accountant is responsible for providing accounting expertise (in a team environment) within the business operations of Habitat, including but not limited to grant accounting, construction accounting, retail accounting, and corporate accounting.

### **Requirements:**

- Minimum 5 years of experience in accounting
- Bachelor's degree in accounting or finance
- Experience with QuickBooks and/or Sage
- Experience with electronic payables platforms, such as Stampli, preferred
- Experience with non-profit organizations or real estate development/construction, preferred
- Ability to solve problems independently, prioritize tasks, and work as a team player

### **Scope of Responsibilities**

- Accounts payable: Manages invoice entry, check printing, vendor relationships
- Month-end review and close: Prepares the general ledger for a monthly close process
- Bank reconciliations: Completes monthly process for numerous bank accounts
- Accounts receivable: Deposits all checks received and recognizes appropriately
- Fixed assets: Coordinates the accounting for real estate development transactions, project billings, fixed asset acquisitions and dispositions
- Payroll: Assists with payroll recognition, including: taxes/deposits, IRS filings, and reconciliations
- Credit card program: Administers program for Habitat, including: monthly statements, cost codes, and receipt documentation

*Habitat for Humanity is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, basis of disability or any other federal, state or local protected class. Women, minorities and protected individuals such as those covered by Section 3 are encouraged to apply.*