

**Job Title: Accounting Associate**

**Position Location: Charlottesville, Virginia**

**Reports to: Accounting Manager**

**Employment Type: Full time, Exempt. Anticipated salary of \$40,000.**

**Benefits: 20 days of PTO, 9 paid holidays, Medical insurance, Long term disability, Dental/Vision insurance, Life insurance, Accident insurance, Simple IRA retirement plan**

**The Organization:**

Habitat for Humanity of Greater Charlottesville (HFHGC) is a faith-based non-profit organization that brings people together to build homes and communities while catalyzing new pathways to safe, decent and affordable housing. We build homes in partnership with low-wealth families, volunteers and the community of Greater Charlottesville. Habitat is an affiliate of Habitat for Humanity International (HFHI), a global ministry working to end housing poverty worldwide.

**Scope of Responsibilities:**

The Accounting Associate is responsible for assisting the Accounting Manager with Accounts Payable, cash receipts, disbursement processing, journal entry, audit preparation and reporting, and other finance duties as assigned.

**Prerequisite Requirements:**

- Familiar with GAAP (Generally Accepted Accounting Principles)
- Competence in QuickBooks, Microsoft Suite, Google Calendar and common database software
- Experience in professional business environment
- Excellent communications skills
- Strong attention to detail
- Ability to produce accurate financial documents and meet deadlines
- Excellent personal skills
- Ability to work comfortably in a fast-paced, often unpredictable work environment
- Commitment to Habitat for Humanity's mission of service to others
- Positive, "can do" personality
- Ability to handle confidential materials with care
- Previous experience in the Construction and/or nonprofit sectors preferred but not required
- Knowledge of basic Human Resources practices, administration and payroll preferred but not required

**Responsibilities:**

- Open mail – log invoices / date stamp
- Input of Construction and General Accounts Payable
- Prepare all bank deposits
- Scan donation and non-donation checks
- Process donation and non-donation cash
- Enter donations made by credit card into QuickBooks
- Enter property management deposits into QuickBooks
- Prepare copy of donation deposit reports for the Advancement department
- Assist with audit preparation and facilitation

- Assist with payroll
- Collect weekly timesheets
- Prepare and distribute 1099's
- Work with Accounting Manager to maintain internal control systems
- Assist Office and Human Resources Coordinator with administrative, office and receptionist duties as needed
- Other duties as assigned by Accounting Manager or Chief Financial Officer

Bookkeeping (GAAP) / Entry Level Accounting:

- Accounts Payable (A/P)
  - Distribute invoices
  - Enter check coding into QuickBooks
  - Process and mail payments
  - Maintain paid A/P files
  - Administer the A/P email and monitor for invoices, vendor correspondence, etc.
  - Assist with record-keeping for the audit
- Property Management
  - Enter rent deposits daily
- Retail Store
  - Enter retail sales from both the physical location and online platform (e-Store)
  - Reconcile monthly credit card statements and enter applicable fees
  - Compute and submit retail sales tax monthly
- Donation Reports
  - Prepare and submit to bank
  - Document for Advancement Department
  - Document both stock and non-stock gift for the annual audit

High Level Accounting:

- Audit entries
- Complete payroll journal entries and payroll-benefits reconciliation on a biweekly basis
- G&A allocations monthly
- Departmental reports monthly
- 1099 preparation, distribution and IRS reporting
- Store vehicle sales
- Monthly mortgage reconciliation with servicer's reports

***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.***