



Position Title: Accounting Specialist

Employment Status: Full Time, Salaried, Exempt

Location: Columbus, OH (on-site 5 days per week)

About Habitat MidOhio

Habitat for Humanity-MidOhio (Habitat MidOhio), is an Ohio non-profit housing organization working to solve the affordable housing crisis in the Central Ohio region. Established in 1987, Habitat MidOhio serves the communities of Franklin, Licking, and Madison Counties.

Mission Statement:

Seeking to put God's love into action, Habitat for Humanity – MidOhio brings people together to inspire hope, build homes, empower families, and develop communities.

Vision Statement:

A world where everyone has a decent place to live.

Habitat MidOhio's North Star:

We are a leader in connecting people to opportunity and hope through obtaining and maintaining affordable housing

About the Role

The Accounting Specialist position reports directly to the Chief Financial Officer on Habitat MidOhio's Executive Leadership Team. Habitat for Humanity MidOhio is seeking a detail-oriented and motivated Accounting Specialist to join our Finance team. The ideal candidate will be responsible for supporting daily financial operations, including accounts payable and receivable, journal entries, reconciliations, job cost tracking, and assisting with administrative tasks. This role is crucial in supporting Habitat MidOhio's mission of building and improving homes for those in need.

Day to Day:

Essential Duties and Responsibilities

- Process vendor invoices and manage payment workflows in a timely and accurate manner.
- Reconcile vendor statements and resolve any discrepancies by verifying transaction details and following up with vendors and staff.
- Process daily cash receipts and incoming mail related to financial transactions.
- Enter financial data, post transactions, and perform basic accounting assignments requiring verification and adjustment.
- Support the month-end close process, including preparing journal entries, accruals, and account reconciliations.
- Maintain accurate and organized financial records by properly saving and filing documents electronically.
- Collaborate with the construction team to input and track job costs across construction and financial software platforms.
- Work closely with the finance team and cross-functional departments to support business operations and special projects.
- Perform other related duties as assigned.

Qualifications & Experience:

What you Bring

- Education:
 - Associate's degree in Accounting, Finance, or a related field preferred; equivalent work experience may be considered.
- Experience:
 - Minimum of 3 years of experience in accounts payable or a similar finance role.
 - Experience with accounting software (e.g., Sage, QuickBooks) and proficiency in Microsoft Office, particularly Excel.
 - Experience in maintaining and handling a large volume of paper invoices and documents.

- Skills:
 - Strong attention to detail and accuracy in processing financial information.
 - Excellent organizational and time management skills, with the ability to prioritize tasks effectively.
 - Strong communication and interpersonal skills, with the ability to work collaboratively with team members and vendors.
 - Ability to handle sensitive and confidential information with discretion.
- Other Requirements:
 - Commitment to the mission and core values of Habitat for Humanity MidOhio.
 - Ability to work independently and as part of a team in a fast-paced environment.

Why Habitat MidOhio?

At Habitat for Humanity MidOhio, we believe in building more than homes - we build communities, partnerships, and hope. You'll join a team that's passionate, purpose-driven, and rooted in service. Here, your work directly impacts lives and helps build a more just, compassionate future.

Compensation & Benefits

- Salary range: \$53,000 - \$63,000 annually
- Paid Time Off program + paid holidays
- Health Care Plan (Medical, Dental & Vision) – a generous portion is paid by Habitat MidOhio
- \$2,500 annual employer-funded Health Reimbursement Arrangement (HRA) account
- Company Paid Life Insurance and Short- and Long-Term Disability
- 401(k) enrollment upon 6 mos. of employment: 50% employer match up to 6% of salary
- Monthly cell phone stipend or company cell phone
- Training & development programs
- Employee Assistance Program (EAP)

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