



**Position Title:** Senior Accountant

**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**

Habitat for Humanity MidOhio is seeking a detail-oriented and motivated Senior Accountant to join our Finance team. The Senior Accountant position reports directly to the Finance Manager. The ideal candidate will be responsible for general, cost and daily accounting functions for our Finance team. This includes maintaining monthly accounts while assisting with and coordinating accounts receivables. The Senior Accountant will also perform cost analysis on construction projects and maintain balance sheets. The position is also responsible for month-end close, financial reporting, analyzing accounts, audit preparation and other financial and administration functions. 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**

- Maintains the accuracy of all financial records related to affiliate including construction costs.
- Conducts the monthly close, generating affiliate and departmental financial statements, reviewing, analyzing and ensuring overall accuracy, and working with other affiliate staff to gather required data on a timely basis.
- Performs life cycle cost-benefit analysis.
- Oversees physical inventory and analyzes inventory valuations.
- Works with Finance Manager to gather supporting documentation for the annual audits requested by the CPA's PBC (Prepared by Client) letter.
- Analyzes affiliate operations on an ongoing basis, providing recommendations for improved efficiencies, including opportunities or cautions regarding long-term sustainability.
- Develops, proposes and implements process manuals.
- Performs other duties and assignments as directed by the Finance Manager.

### **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 5+ years of accounting experience with an understanding of Generally Accepted Accounting Procedures (GAAP).
  - Advanced proficiency with MS Office, including Excel, Word, and PowerPoint, preferred experience with SAGE 300.
  - Certified Public Accountant (CPA) a plus, but not required.

- Skills:
  - Detail oriented, with solid organization and multi-tasking skills.
  - Strong work ethic, self-starter, and ability to work independently with minimal guidance.
  - Ability to effectively prepare reports, graphs, and communications for management review.
  - Ability to work effectively in a team environment and collaborate with common goals and objectives.
  - Ability to work a flexible schedule including some weekends and evenings as required.
- Other Preferences:
  - Nonprofit experience helpful, but not required.

## 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: \$68,000 - \$77,000 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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