



Job Title: Senior Accountant

Date Completed: January 2024

Employment Status: Salaried, Exempt

Reports Directly To: VP, Finance

Job Summary:

Reporting directly to the VP of Finance, this position is responsible for general and cost accounting for the Affiliate. The position is responsible for daily operations of the finance function, which includes maintaining monthly accounts, assisting with and coordinating accounts receivables; perform cost analysis on construction projects and maintaining balance sheets. The position is also responsible for month-end close, financial reporting, analyzing accounts, audit preparation and other financial and administration functions.

Essential Duties and Responsibilities include the following; other duties may be assigned.

1. Maintains the accuracy of all financial records related to affiliate including construction costs.
2. 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.
3. Performs life cycle cost-benefit analysis.
4. Oversees physical inventory and analyzes inventory valuations.
5. Works with VP of Finance to gather supporting documentation for the annual audits requested by the CPA's PBC (Prepared by Client) letter.
6. Assists the VP of Finance in preparing the affiliate's annual operating and capital budgets
7. Analyzes affiliate operations on an ongoing basis, providing recommendations for improved efficiencies, including opportunities or cautions regarding long-term sustainability.
8. Develops, proposes and implements SAGE process manuals and assist with Procure process manuals
9. Assist and support the Construction Department with various project management activities in Procure including implementation
10. Performs other duties and assignments as directed by the VP of Finance.

Job Requirements:

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

- Nonprofit experience helpful, but not required.
- Ability to work a flexible schedule including some weekends and evenings as required.

How to Apply: Email resume to Eva Reynolds, Director, Administration at ereynolds@habitatmidohio.org

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