

Southern Crescent Habitat for Humanity, Inc. (SCHFH), an affiliate of Habitat for Humanity International, is a nonprofit Christian ministry that builds homes utilizing volunteers with and for low income families in metro Atlanta, has been in existence since 1986, built over 135 homes and is committed to further growth. Southern Crescent Habitat for Humanity is an equal opportunity employer. For more information on the Habitat mission, see www.schabitat.org and www.habitat.org.

SCHFH seeks a professional to serve as the Accounting Assistant. Please review full job description below and submit a cover letter and full resume to: director@schabitat.org No calls or faxes. Resume and cover letter should be received by November 19, 2011.

The mission of Southern Crescent Habitat for Humanity (SCHFH) is to partner with families, sponsors and communities to build and rehabilitate affordable, quality homes and to provide support services that promote successful home ownership. The Accounting Assistant assists with functions critical to the success of the mission – specific to accounting data for the organization.

The accounting department is the “information hub” of SCHFH. Accounting personnel interact and coordinate on a daily basis with development, construction, and family services as well as take care of the weekly accounting operations.

Job Conditions:

- Position is part-time. Office hours are flexible, with some evening and weekend work required.
- This position is classified as non-exempt.
- The Accounting Assistant reports to the CEO and is a member of the Administrative team.
- This position is subject to a criminal and credit background check, as well as drug and alcohol testing.
- The Accounting Assistant is expected to use discretion and independent judgment in carrying out his/her responsibilities and to represent the organization in a professional, knowledgeable and collegial manner at all times.
- Other conditions and benefits are explained in the Staff Handbook.

Requirements:

Qualifications

- A commitment to the mission and ministry of Southern Crescent Habitat for Humanity is paramount. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Professional Credentials

- Bachelor's degree preferred. Demonstrated experience with direct client interaction involving low-income households preferred; or one to two years related experience and/or training; or equivalent combination of education and experience.

Skills

- Knowledge of QuickBooks accounting software is required and experience with the 2010 Contractor Version is preferred.
- Experience with either residential construction or administration of government grants is a plus.
- Excellent oral and written interpersonal communication skills to effectively and diplomatically work with a variety of people and personalities.
- Other important skills include multi-tasking, ability to meet deadlines, organized, detail-oriented, customer focused and intellectually flexible.
- Candidates should possess strong analytical, critical thinking and math skills.
- Able to work well with all staff, program participants and external stakeholders.
- Computer skills with knowledge of Microsoft 7 and Office (Word, Excel, and Outlook).

Responsibilities:

Primary – may include depending on compliance and separation of roles, as necessary

- Review incoming invoices for entering expense codes, check number and payment date. Code expenses where possible and work with department leaders to classify when necessary.
- Enter expense coded invoices into accounting system.
- Process Accounts Payable checks.
- Maintain log of insurance certificates for subcontractors.
- Prepare deposits at least once a week and transport funds to bank.
- Make copies of all checks and supporting backup documents. Prepare copies of deposit slips and documents to the CEO and Compliance Officer.
- Enter deposits of Sponsors into Accounts Receivables after Development Officer has reviewed and coded them.
- Enter General Deposits and Audit List into General Ledger after review and coding them.
- Prepare cash flow, operating and construction budgeting reports.

Miscellaneous

- Run Monthly Reports and reconcile with General Ledger.
- Work with Accounting Contractor to reconcile input of new homeowner files once complete.
- Perform processing of Word documents and Excel spreadsheets as necessary.

Other

- Attend routine staff meetings.
- Perform other duties as assigned.
- Responsibly manage a large volume of sensitive data with high attention to detail.