

## **JOB POSTING – Staff Accountant**

### **JOB SUMMARY**

The Staff Accountant for Habitat for Humanity of Greater Nashville (HFHGN) is responsible for month end close processes including, reconciliation of general ledger accounts, monthly bank statement reconciliations, preparation of and entry of general journal entries, retail sales accounting and sales and business tax filings. Assists with mortgage tracking and payroll processing as needed. Assists with review of vendor invoices and corporate credit card plans and reporting. Maintains fixed asset ledger. Reports to the Controller.

### **KEY RESPONSIBILITY AREAS:**

1. Act as backup to assist with mortgage processing functions on an as needed basis.
2. Act as backup for the payroll function in support of the HR Manager.
3. Primary backup in A/P for processing invoices/check requests and cutting checks.
4. Responsible for the reconciliation of bank statements on a monthly basis.
5. Reconcile credit card sales receipts and credit card activity statements for all divisions and ReStore locations.
6. Responsible for the preparation and entry of monthly journal entries in accordance with HFHGN accounting policies.
7. Assist with the reconciling of all general ledger accounts.
8. Will be primary backup in the daily check deposit procedure and how to process checks electronically and manually.
9. Maintain and track petty cash and gift card inventory for main office.
10. Responsible for on-line management of P Card, Home Depot, Lowes and Wright Express credit card rights and limits for credit card holders.
11. Generate and distribute monthly P Card, Lowes, Home Depot and Wright Express expense reports.
12. Responsible for maintenance of fixed asset subsidiary ledger and records.
13. Assist in the management of insurance administration related issues.
14. Work on special agency projects as needed or other duties as assigned.
15. Assist staff members in financial analysis, compliance issues, and internal process audits.
16. Participate in the annual review process.
17. Participate in Agency audit preparation duties.

### **ESSENTIAL FUNCTIONS OF THE JOB:**

- Must possess the accounting principles knowledge necessary to perform key responsibilities.
- Regular attendance, attention to detail, coordination, follow-up, and ability to understand and enforce accounting guidelines and procedures is required.
- Must be able to stay focused and maintain concentration for extended periods of time.
- Possess the ability to meet scheduled deadlines for duties.
- Must be able to work with others and resolve disputes when necessary.

### **QUALIFICATIONS**

A Bachelor's degree in accounting or finance is required. Must be familiar with MIP Fund accounting software or similar accounting applications. Experience with financial analysis, construction and nonprofit accounting preferred. Experience in budget preparation a plus. Must be organized, have high work productivity, and work well with others and be able to work with a team. Must have strong moral and business ethics.

**TIME REQUIREMENTS:** 40+ hours per week. Satisfactory attendance is required.

HFHGN is an Equal Opportunity Employer and a TN Drug Free Workplace