

## **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, 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. Responsible for the reconciliation of bank statements on a monthly basis.
2. Responsible for the preparation and entering monthly journal entries all in accordance with HFHGN accounting policies.
3. Responsible for maintenance of fixed asset subsidiary ledger and records.
4. Reconcile credit card sales receipts and credit card activity statements for all divisions and ReStore locations.
5. Assist with the reconciling of all general ledger accounts
6. Primary backup in A/P for processing invoices/check requests and cutting checks.
7. Primary backup in the daily check deposit procedure and how to process checks electronically and manually.
8. Maintain and track petty cash and gift card inventory for main office.
9. Responsible for on-line management of P Card and Wright Express credit card rights and limits for credit card holders.
10. Generate and distribute monthly P Card, Lowes, Home Depot and Wright Express expense reports.
11. Assist with mortgage processing functions on an as needed basis.
12. Backup for the payroll function in support of the HR Manager
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. Ensure that all Habitat for Humanity International and Affiliate Policies and Guidelines are followed.
17. Support Agency audit preparation.

### ESSENTIAL FUNCTIONS OF THE JOB:

- This job is a professional accounting position.
- Regular attendance, attention to detail, coordination, follow-up, and ability to understand and enforce accounting guidelines and procedures is required.
- Must be able to work with others throughout the Agency

### QUALIFICATIONS

A degree in Accounting and 2-4 years of accounting experience is required. Must be proficient in excel. Experience with MIP Fund Accounting Software or similar Accounting applications is strongly preferred. Experience with Financial Analysis and Budget preparation. Must be organized, have high work productivity, and be able to work well 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