**Accountant**

**Organization:** Helena Area Habitat for Humanity **Office** **Location:** Helena, Montana

**Status:** Non-exempt, Part-time position

**Reports to:** Controller

**Salary:** $25 to $30 per hour, depending on experience

**Summary/Objective:**

This is a part-time position and is responsible for providing general ledger support including data entry for accounts payable, payroll, credit card management, cash and donation receipts, accounts receivable and cash management.

**Responsibilities:**

**Accounting:**

* Code & Process vendor invoices and payments, including printing of checks, obtaining signatures, and mailing checks.
* Reconcile invoices with Purchase Orders and enter bills into Builder Trend & QuickBooks
* Process credit card/reimbursement forms for entry to QuickBooks.
* Import weekly bank transactions to QuickBooks.
* Prepare and administer annual 1099s.
* Communicate with vendors to collect W9, lien-releases and insurance information.
* Maintain records for USDA mutual self-help homeowners from origination through closing.
* Process payroll and all related tax and benefit reporting.
* Coordinate with the Controller the collection of payroll information & expense reports each pay period.
* Assist with onboarding procedures for new employees, timesheets, payroll, etc.
* Prepare deposits for the ReStore, including reconciling cash counts to POS system.
* Prepare deposits for donations, mortgages, and other receivables.
* Enter on-line donations to QuickBooks and reconcile to donor database. Manage mortgage & escrow accounts for loans serviced by Habitat.
* Maintain all accounting records in accordance with GAAP.
* Prepare monthly bank reconciliations. Calculate and record monthly & year end accruals & journal entries, as directed by the Controller.
* Ensure compliance with the organization’s financial policies.
* Assist Controller & auditors with annual audit and 990 preparations.

**Administration:**

* Maintain employee personnel and benefit files to meet current federal, state and local jurisdiction requirements.
* Work with Controller to ensure that reasonable internal controls are in place to safeguard corporate assets and confidential data; including financial and employee data.
* General filing
* Perform other duties as assigned.

**People:**

* Communicate with timeliness, clarity and positivity with people of all levels.
* Develop and maintain positive, collaborative functional relationships with staff, volunteers, donors and vendors

**Special Work Requirements:**

* Expert-level skill set with Microsoft Office Suite products (Excel & Word), plus computer operation tasks.
* Knowledge and proficiency with GAAP, payroll regulations and month-end closing.
* Must be able to efficiently use QuickBooks and BuilderTrend.
* Management of general ledger, and large spreadsheets.
* Regularly processing payroll and filing tax records.
* Accuracy, Detail Oriented & Organized.
* Critical Thinking and Problem-Solving Skills.
* Valid driver’s license required.

**Required Education, Experience:**

* 2-Year Degree in accounting (or the equivalent professional level experience in a related field).
  + - **AND**
* Two-to-Five years’ experience in a position with related duties.
* Experience with processing AP and filing of financial records.
* Payroll processing experience.

**Preferred:**

* Knowledge of construction accounting a plus.
* Experience with non-profit accounting.

**Commitments:**

Mission commitment – committed to Habitat’s mission and values and consider them as a framework for all professional decisions.

Diversity commitment – compelled by our Koinonia roots to put God’s love into action and pursue housing justice for all by driving diversity, equity and inclusion with accountability and trust while attracting and retaining diverse, mission-driven talent representative of the community we serve.

People commitment – dedicated to working effectively as a team member with staff, volunteers, homeowners, and other stakeholders from all races, faiths and backgrounds.

Results commitment – goal-driven, results-oriented and committed to building quality, affordable homes, and recognize that each member of our team has a vital role in that goal.

Personal development commitment – committed to self-evaluation and ongoing professional development, striving to stay current with best practices in our work personally and as an organization.

Helena Area Habitat for Humanity is an equal opportunity, affirmative action employer.

**Email a cover letter, resume, and three references to info@helenahabitat.org**

About Habitat for Humanity: Founded in Americus, Georgia, USA, in 1976, Habitat for Humanity today operates around the globe and has helped build, renovate and repair more than 22 million homes worldwide.

About Helena Area Habitat for Humanity: HAHFH was founded in 1992 with a mission to eliminate substandard housing locally through constructing, rehabilitating and preserving homes; by advocating for fair and just housing policies; and by providing training and access to resources to help families improve their shelter conditions.