



Due to a semi-retirement and growth, we are looking for a dynamic Accountant at Indian River Habitat for Humanity (IRHFH). IRHFH is a growing Affiliate, providing for an increasing need in our community for affordable housing. If you have a generous spirit and are passionate about your work and desire to give back to your neighbors in Vero Beach, please consider applying for this job.

Job Title **Accountant**

Reports to: **Controller**

Overview

Under the direction of the Controller, and in accordance with established policies and procedures, the Accountant supports the Controller in maintaining appropriate accounting systems, strong internal controls, and compliance with grants management. This position will also participate in process improvement endeavors.

Specific Duties

- ◆ Develop a thorough understanding of the goals, mission, philosophy and policies of IRHFH.
- ◆ Gain an understanding of the needs of Habitat partners and vendors and serve them in an efficient, courteous, and respectful manner.
- ◆ Follow established procedures and systems in all areas of responsibilities and tasks.
- ◆ Maintain the highest level of confidentiality in all areas of information.
- ◆ Accounts Receivable duties include timely recording of mortgage payments and other income in QuickBooks and subsidiary mortgage ledger computer software, as appropriate.
 - ◆ Record charitable donations, gifts-in-kind and other income in QuickBooks.
 - ◆ Prepare all receipts for deposit. Complete remote deposit and/or take deposits to bank as needed.
- ◆ Accounts Payable duties include:
 - ◆ Review and post approved accounts payable invoices for accurate reporting of department expenses and job costing.
 - ◆ Process vendor checks with an optimal strategy to ensure vendors, staff, and contractors are paid on a timely basis and cash discounts are taken.
- ◆ Assist Controller with month-end closing procedures, reporting requirements and account reconciliations.
- ◆ Assist Controller in developing and maintaining accurate and up-to-date accounting systems, records, and reports; including mortgages, escrow accounts, contributions, accounts payable, job costing, and fixed assets.
- ◆ Lead in the administration of all grants with budgeting, reporting, and compliance; applying for grant reimbursement as required. Work closely with the Controller to insure all deadlines and requirements are met.
- ◆ Complete other assignments as requested by the Controller or Senior Accountant. Expected, on occasion, to assist in performing other functions; therefore, must be able to lift up to 25 pounds.
- ◆ Suggest ways to increase efficiency, promote better communication, and accomplish goals of the Finance Department and the Affiliate.
- ◆ Attend staff meetings as required.

Qualifications

- ◆ Bachelor's Degree in Accounting or Finance required.
- ◆ Proficient in QuickBooks, Intermediate Excel, Word; experience in Raisers Edge helpful
- ◆ Minimum of two to three years in a similar position
- ◆ Excellent organizational and communication skills, ability to interact with all levels of staff and "customers" in a welcoming, professional and positive manner that represents the mission of IRHFH
- ◆ Self-motivated; ability to focus and work independently
- ◆ Work best as a team member.

Please send your resume and a cover letter to finance@ircHabitat.org.