



Job Description

Position Title: Accountant
Team: Administration
Supervisor Title: Director of Finance & Administration FLSA Status: Exempt
Date: October 2021 Non-Exempt

General Position Summary:

To establish and maintain the organization's accounting and financial principles, practices, procedures, and initiatives. To establish and maintain prudent financial controls and ensure compliance with the organization's contractual agreements, grants, and governmental regulations.

Core Responsibilities:

Regular and predictable attendance is a required function of this position.

Financial Management

1. Oversee all aspects of the general ledger, including account structure, entries, reconciliations, and reporting.
2. Prepare monthly financial summary, balance sheets, profit and loss statements, and other financial operating reports as requested by the Executive Director, Treasurer, Finance Committee or Board of Directors.
3. Takes the lead role in the annual financial audit, including preparation of work papers.
4. Assists with the development of the Annual Operating Budget.

Administrative

1. Attend Finance Committee meetings (9 meetings per year)
2. Manage daily cash transactions, bank balances, investments, and banking relationships.
3. Manage the organization's accounts payable and receivable, including entering invoices into accounts payable system as needed.
4. Complete governmental requirements, including payroll taxes, 941 reporting, 1099s, and other reporting as required.
5. Serve as back-up for payroll processing.

Analysis

1. Analyze trends, costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses.
2. Analyze /prepare cash forecasts
3. Ad hoc analysis as assigned.

Compliance and Control

1. Ensure financial compliance with the organization's commitments related to grants, loans, and other contractual obligations.
2. Ensure compliance with Federal, State and Local laws related to the organization's financial management.
3. Recommend and implement improvement opportunities to improve controls throughout the organization.
4. Oversee tracking of restricted funds and funding position of builds.

Construction

1. Provide job costing and budget comparison for houses

ReStore

1. Work with ReStore Director to develop, implement, and monitor financial controls in the ReStore.
2. Provide ReStore financial reports as requested by the ReStore Director or Executive Director.

Requirements:

Describes the minimum education and experience, certifications, licenses, physical demands, working conditions and skill sets needed to perform the job

- Must demonstrate the ability to lead by the five values outlined below.
- Bachelor's degree in Accounting/Finance or related field.
- CPA preferred, but not required. 5-7 years of direct experience in Accounting.
- Demonstrated experience in financial management concepts, practices, and procedures.
- Excellent verbal and written communication skills to give and receive detailed information in person, over telephone, and at meetings. Ability to exchange ideas and convey detailed information accurately to staff, volunteers and others.
- Must be proficient in or able to use or learn to use office equipment such as computer, printer, phone, copiers, calculator, fax machine and other communication vehicles. Capability to use Excel, Word, and Google suite. Capability to administer general ledger system (QuickBooks).
- Treat others in a nondiscriminatory, lawful and ethical manner, respecting the differences among people, and the value they bring to GDMHFH.
- Demonstrate skills of a team player capable of collaborating with staff, board, volunteers, donors, partner families, business partners, and the donor community.
- Follow safe practices in all work activities to avoid injuries and accidents.

Job Competencies:

Demonstrate commitment to Greater Des Moines Habitat for Humanity's Mission and Values

Mission

Seeking to put God's love into action, Greater Des Moines Habitat for Humanity brings people together to build homes, communities and hope.

Values

1. Build Solutions
2. Build a Safety Mindset
3. Build Faith and Family
4. Build as Stewards
5. Build with Heart

Normal Work Environment (Check best description):

Office

Outdoors

Retail

Continuous (67-100% of workday)
 Frequent (34-66% of workday)
 Occasional (1-33% of workday)

Physical Requirements:

Continuously = 67-100% of workday

Frequently = 34-66% of workday

Occasional = 1-33% of Workday

(Indicate C, F, or O in front of each below)

- | | |
|-------------------------------------|---------------------------------------|
| <u>C</u> Sitting | <u>O</u> Standing |
| <u>O</u> Bending | <u>O</u> Twisting |
| <u>O</u> Stooping | <u>O</u> Reaching above Shoulder |
| <u>O</u> Kneeling | <u>O</u> Reaching below Shoulder |
| <u>O</u> Crawling | <u>O</u> Working at Low Position |
| <u>O</u> Climbing Stairs | <u>O</u> Pushing/Pulling |
| <u>O</u> Climbing Ladders | <u>O</u> Working on Elevated Surfaces |
| <u>O</u> Driving | <u>O</u> Walking |
| <u>O</u> Working on uneven surfaces | |

Weight Lifting/Carrying:

Dexterity:

0 Sedentary (0-10 lbs.)

0 Light (11-25 lbs.)

0 Medium (26-50 lbs.)

0 Heavy (51-74 lbs.)

0 Very Heavy (75-100 lbs.)

0 Eye/Hand Coordination

0 Feet (foot pedals)

0 Fingering (picking, pinching, etc.)

0 Handling (holding, grasping, etc.)

F Wrist Motion (repetitive flexion/rotation)

Hearing: Yes No

If yes, explain the reason hearing is necessary:

Hearing is necessary to perform the job as the ability to communicate verbally is essential to training and coordination with internal and external customers.

Visual Acuity Distance: (Example - clarity of vision at 20 inches or less):

Clarity of vision at 24 inches or less necessary to view computer monitor and read reports.

Equipment/Supplies/Tools

- Computer and Accessories
- Printer/Copier/Scanner/Fax
- Telephone
- General Office Supplies