



We build strength, stability,
self-reliance and shelter.

Position Title: Accounts Manager
Department: Finance
Reports to: Controller
Supervises: Not applicable
Compensation: \$20.00 - \$23.00/Hour DOE
Regular, full-time, non-exempt from overtime

*We hire people who are enthusiastic about making a difference here in the Greater Sacramento Region.
Join our team of change makers and dream builders.*

Habitat for Humanity of Greater Sacramento provides Sacramento and Yolo County individuals and families with a springboard to secure, stable futures through affordable homeownership, home repairs, and neighborhood revitalization.

The Accounts Manager helps to ensure that Habitat for Humanity of Greater Sacramento maintains accurate financial reports, records, and general ledgers; oversees inter- and intra-departmental financial controls; and performs general bookkeeping in accordance with Generally Accepted Accounting Principles (GAAP). As the primary team member responsible for data entry into the affiliate's multiple financial databases, the Accounts Manager is expected to ensure information entered is accurate and fully vetted, source documents are organized and filed, and information is entered in a timely fashion. Additional responsibilities will include assistance with audits and schedule maintenance, production of financial reports and budgets, and cash handling/deposits. Other duties as assigned by Finance Manager and/or CEO.

Responsibilities:

General Accounting

- Facilitates accounts payable and receivable activities and timeliness of invoice and debt servicing as well as invoice creation in accordance with finance policies and procedures
- Assists the Finance Manager with construction job cost allocations
- Processes cash receipts, records revenue, and receivables
- Performs surprise cash counts, all bank deposits and/or change requests for Restore
- Works closely with the Fund Development Team to collect donor documentation and ensure that donation revenues and receivables are reconciled monthly, quarterly, and annually
- Responsible for monthly reconciliation, journal entries, and report generation for mortgage servicing, including management of impound payments for homeowner property taxes and insurance renewals
- Perform routine closing procedures including prepaids, bank reconciliations, accruals, and report generation for department heads
- Oversee the tracking of in-kind donations of goods and services
- Enter, track and report on homeowner mortgage payments on a monthly basis
- Prepare assigned annual audit schedules and assist with annual tax compliance; assists the Finance Manager with responding to auditor inquiries
- Maintains an effective filing and records management system
- Assists Finance Manager, Board Finance Committee, and CEO with annual budgeting process
- Reconciles vendor payments and maintains vendor files and accounting relationships
- Participates in accounting and finance trainings and professional development opportunities and on occasion provides support at Habitat events as needed
- Works with the Finance Manager to develop, implement, and maintain updated accounting procedures

Payroll

- Accountable for collecting timekeeping information, incorporating a variety of deductions for bi-weekly payroll run in cooperation with Human Resources manager

Payroll (cont.)

- Accountable for issuing pay and pay-related information to employees in cooperation with Human Resources manager
- Accountable for managing direct deposits, benefits withholding, payroll deductions, garnishments and levies, flexible spending accounts, federal and state payroll tax updates.
- Assists the Finance Manager with all payroll tax and payroll related items within the payroll system.
- Accountable for year-end payroll process, including any tax filings (with assistance from Finance Manager), W-2 processing, etc.

Qualifications

Required:

- Bachelor's degree in Accounting, Finance, or Business Administration
- Minimum of two years of work experience in accounting and/or finance

Performance Skills

- Interact effectively with other Habitat staff and volunteers
- Able to organize tasks and assigned projects for timely completion with minimal direction
- Possess good verbal and written communication skills
- Able to work independently yet recognize the interdependence needed for the organization to function efficiently and effectively
- Willing to ask questions to clarify instruction, defined outcomes, and assigned responsibilities
- Open to change in order to improve performance and outcomes – personal and organization wide

Technical Skills

- Working knowledge of Intuit QuickBooks Software
- Working knowledge of Job Costing for Construction Projects
- Working knowledge of GAAP
- Working knowledge of Federal and State Employment and Payroll Policies
- Working knowledge of Microsoft Office Programs, specifically Outlook and Microsoft Excel

Other Skills

- Strong analytical abilities
- Knowledge of basic accounting concepts (debits, credits, etc.)
- Strong organizational skills
- Must be able to pass background check. (In accordance with state and county law: convictions do not necessarily rule out employment, it depends on the nature and severity of the conviction and is evaluated on a case by case basis, check is conducted on last 7 years only)

Physical Requirements: Candidate should have ability and will be expected to maintain personal physical condition appropriate to the performance of assigned duties and responsibilities associated with working in a standard office environment.

Licenses and/or Certificates: None required, beyond educational and experience expectations

To apply: Submit resume and cover letter to Employment@HabitatGreaterSac.org

This position description does not list all the duties of the job. You may be asked by your supervisor to perform other tasks and duties. You will be evaluated in part based upon your performance of the responsibilities listed in this position description. Management has the right to revise this position description at any time. Any revisions after hire will be provided in writing.

Habitat for Humanity of Greater Sacramento expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Habitat for Humanity of Greater Sacramento's employees to perform their job duties may result in discipline up to and including discharge. Habitat for Humanity of Greater Sacramento encourages low and very-Low Income individuals to apply. Habitat for Humanity of Greater Sacramento is an At Will Employer. This position description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.