



JOB DESCRIPTION

Title: Assistant Accountant	Employment Status: Part Time
Department: Finance	FLSA Status: Non-Exempt
Reports to: Director of Finance	Supervises: Volunteers

GENERAL DESCRIPTION:

This is a part-time position responsible for a wide range of accounting functions. This position will use discretion in developing financial reports and systems to support management decision making. This support includes partnering closely with the management team for all accounting and financial reporting needs. In addition, this position will work on general accounting functions for the affiliate including construction, retail, mortgage originating services, administrative and operations with other staff. This position requires the ability to work in all phases of accounting and to make non-routine choices within established precedent and limited supervision.

CORE RESPONSIBILITIES:

Provide general ledger support including data entry for accounts payable, credit card management, cash and donation receipts, accounts receivable, and cash management. Responsible for all Homeowners Association accounting functions. Reconciling between mortgage servicing and accounting software and provide mortgage servicing support as needed.

People:

- Communicate with timeliness, clarity and positivity with people of all levels, including internal and external contacts
- Develop and maintain a collaborative positive, functional relationship with staff, volunteers, and vendors

Accounting:

- Maintain the accounting databases and chart of accounts
- Assist with the annual budgeting process
- Complete and file monthly/annual sales tax reports for the ReStore
- Update the required PCI compliance for the ReStore and business office
- Maintain fixed asset ledger
- Provide annual audit and 990 tax return schedules
- Assist with month end close including, but not limited to, various reconciliations, journal entries, financial reports, etc.
- Build and maintain department reports
- Work with all departments to compile accurate accounting data

Accounts Payable:

- With the assistance of volunteers, review coding and enter approved invoices at least weekly; review vendor statements on a monthly basis and remedy account issues; and ensure vendor terms and discounts are being taken

- Negotiate with vendors for better terms and gather quotes for various services for PPHFH
- Review invoices to eliminate payment of sales tax
- Initiate weekly check runs, match invoices to checks, and distribute checks to vendors with the assistance of a volunteer when possible
- Create and maintain vendor files with volunteer assistance
- Process, post and reconcile all credit card transactions
- Retrieve invoices for ACH payments
- Assist with reconciling accounts payable on a monthly basis
- Create manual checks from approved check requests
- Create required audit schedules and pull documents as required for annual audit
- Verify all vendors have recent W9, and if a contractor, current proof of liability and workers comp listing PPHFH on file
- Produce and distribute annual 1099s to vendors and IRS

Accounts Receivable:

- Record grants receivable and payments related to the receivables
- Assist with reconciling accounts receivable on a monthly basis
- Post homeowner mortgage and escrow payments
- Create various invoice(s) as needed for different programs

Payroll and Human Resources:

- Serve as a backup for payroll processing
- Assist with Human Resources functions as needed

Cash and Donation Management:

- Process daily ReStore sales receipts and reconcile deposits
- Post remote and physical bank deposits weekly
- Record gifts in-kind
- Record automated deposits and withdrawals/ACH per banking activity
- Work with development staff to reconcile donor gift reports as needed and GIK postings to general ledger monthly
- Work with ReStore staff to reconcile purchased inventory sales monthly

Inventory Management:

- Maintain property, plant and equipment schedules for acquisitions, sales and retirement of assets
- Maintain ReStore purchased sales goods inventory and assist Director of Finance with periodic inventory counts

KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of entry level accounting
- Accurate and timely data entry
- Ability to proactively determine priorities and meet deadlines
- Good written and verbal communication skills
- Detail oriented and organized
- Ability to maintain a high level of confidentiality
- Collaborative team player
- Computer skills in word processing, spreadsheets, and databases, including Excel and Word.
- Ability to guide volunteers to complete various assigned tasks
- Self-starter and ability to work independently with minimal supervision

- Experience in retail, mortgage, construction or non-profit is preferred
- QuickBooks knowledge is preferred

EDUCATION:

- Bachelors in Business Administration with a concentration in accounting or Associates degree in bookkeeping or accounting preferred. Experience in the accounting field may be considered in place of a degree.

REQUIRED:

- A valid driver's license and proof of auto insurance
- Must pass a credit and background check

ACCOUNTABILITY:

- The Assistant Accountant position shall be:
 - In agreement with the job description
 - In agreement with the policies and ethical guidelines of Pikes Peak Habitat for Humanity
 - Assist the Director of Finance when needed
- Perform other projects and tasks as assigned

APPLICATION TIMELINE:

- Applications accepted now until January 2nd
- Interviews expected between January 2nd through January 8th
- Anticipated start date of January 22nd

If interested, please apply at the following link: <https://pikespeakhabitat.org/pikes-peak-habitat-employment-application/>

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand, walk, and bend. The employee must be able to sit for long periods at a time. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities are required for the job.

WORK ENVIRONMENT:

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Individuals in this position will generally work indoors, and will have a workspace designed solely for him/her. Necessary office furnishing, equipment and supplies will be provided. The employee may periodically be required to work in an offsite environment or at special events, and from time-to-time may be asked to travel on Pikes Peak Habitat business, at the affiliate's expense. The noise level in the work environment is usually moderate.

EQUAL EMPLOYMENT OPPORTUNITY:

It is Pikes Peak Habitat for Humanity's policy to comply with all applicable Equal Employment Opportunity laws by making all employment decisions without regard or consideration for any individual's gender, sex, pregnancy, race, color, national origin, ancestry, creed, religion, age, physical or mental disability, genetic information, marital status, sexual orientation, transgender status, military status, and any other basis protected by federal, state or local law.