



POSITION DESCRIPTION

Title: Assistant Accountant	Employment Status: Full Time, At-Will
Department: Finance	FLSA Status: Non-Exempt
Reports to: Director of Finance	Supervises: Accounting Volunteers

MISSION:

“Seeking to put God’s love into action, Pikes Peak Habitat for Humanity brings people together to build homes, communities, and hope.”

GENERAL DESCRIPTION:

This is a full-time position responsible for a wide range of financial 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, thrift retail, mortgage originating and servicing, administrative and operations with other staff. This position requires the ability to work in all phases of accounting from data entry to financial reporting and to make non-routine decisions within established precedent and limited supervision.

CORE RESPONSIBILITIES:

Managing day-to-day transactions, provide general ledger support including data entry for accounts payable, credit card management, cash and donation receipts, accounts receivable, cash management, verifying balances, and rectifying discrepancies within the accounting system and between accounting and development systems. Reconcile between mortgage servicing, construction in progress, development, and accounting software and reports. Provide mortgage servicing support as needed. Conduct month-end financial closings at least one week prior to finance committee meeting. Design and maintain board and department dashboards and other key performance indicator/reporting tools on a monthly basis. Update, organize, and maintain the Standard Operating Procedures (SOP’s) at a minimum annually though preferred as necessary.

People:

- Communicate accurately 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.
- Be proactively sensitive to the needs of creating, reporting and maintaining financial confidentiality.

Accounting:

- Maintain the accounting software, 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 annual Secretary of State (SOS) filings, Payment Card Industry Data Security Standard (PCI) compliance for the ReStore, and file the property tax exemptions/applications/filings
- Assist with month end close including, but not limited to, managing and recording accruals and prepayments, completing bank/investment and account general ledger balance sheet reconciliations, creating and entering journal entries, reconcile accounts payable to subsidiary vendor ledgers, calculate and enter journal entries for mortgage present and future value discount, maintain and update the monthly dashboard and the monthly financial and development committees pdf packets, and various construction-related monthly spreadsheets.
- Responsibly, timely, and effectively cooperate and work with all departments to create, build, compile and maintain accurate accounting data for financial or departmental reporting and analysis tools as requested

Accounts Payable:

- Retrieve and distribute invoices including ACH's for approval
- Review invoice coding for accuracy and enter approved invoices weekly; review vendor statements on a monthly basis and remedy account issues; and ensure vendor terms and discounts are being taken
- Initiate weekly check runs and ACH payments, match invoices to checks, stamp checks with the lien release statement, and distribute payments/checks to vendors
- Process, post and reconcile all credit card transactions
- Create and maintain vendor files, including verification all vendors have recent W9, and if a contractor, current proof of liability and workers comp listing PPHFH on file (if applicable)
- Prepare and pull documents as required for annual audit and 990
- Produce and distribute annual 1099s to vendors and IRS filing

Accounts Receivable:

- Record and reconcile general ledger and subsidiary ledgers of all receivables and payments at least on a monthly basis, including cross-verification of donors and grantors with development staff managing donor software records
- Post and reconcile homeowner mortgage payments monthly from the mortgage servicing report (and escrow payments if applicable)
- Create and distribute various invoice(s) as needed for a variety of programs

Cash and Donation Management:

- Process daily ReStore sales receipts and deposits for general ledger and reconcile to the POS system and bank activity daily
- Post remote and physical bank deposits weekly
- Record gifts in-kind (GIK) in QuickBooks and reconcile between accounting and Development weekly
- Verify and record automated deposits and withdrawals/ACH per banking activity
- Reconcile the multiple bank and investment accounts to statements monthly
- Calculate and prepare the quarterly tithe report and payment to HFHI

Office Support:

- Greet visitors
- Order and maintain office supplies
- Responsible for the ordering, replacements, and maintenance of all the common office equipment to include fax and copy machine(s), and phone system
- Back up for sorting and distributing all incoming mail
- Gather quotes for various services for PPHFH

KNOWLEDGE, SKILLS, ABILITIES:

- Experience in non-profit and cost-accounting is preferred
- QuickBooks knowledge and experience is required
- Advanced knowledge and practical use of Excel is required, including graphs, pivot tables, advanced formulas
- Accurate and timely data entry
- Ability to proactively determine priorities and meet deadlines
- Good written and verbal communication skills
- Detail oriented and organized with ability to prioritize while adjusting to changing priorities with short notice
- Ability to maintain a high level of confidentiality
- Collaborative team player
- Computer skills in spreadsheets, databases, dashboards, and word processing, including MS Suite
- Self-starter and ability to work independently with minimal supervision

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:

- Knowledge and ability to work with QuickBooks
- Knowledge and ability to utilize Excel
- A valid driver's license and proof of auto insurance
- Must pass a credit and background check

PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:

- This position will require sitting at a desk for most of the day
- Throughout the day, the employee will need to be able to move around the office building to perform various tasks, access files, greet visitors, attend meetings
- Ability to use fingers to type, text, dial, write
- Ability to lift, twist with, and carry 30 pounds
- Ability to traverse parking lots, retail space, and construction sites on occasion for staff-required meetings and occasional volunteering at ReStore and construction sites

WORK ENVIRONMENT AND CONDITIONS:

- This position is non-exempt according to guidelines of the Fair Labor Standards Act and, as such, an individual in this position is eligible to receive overtime pay
- Usual business days are Monday through Friday, holidays excepted, and usual business hours are from 8:30 A.M. to 5:00 P.M. Mountain Time Zone
- This position is full-time in nature. An individual in this position will regularly work a schedule consisting of 40 hours per week
- This position's primary work site is the Pikes Peak Habitat business office location in Colorado Springs, CO. The nature and responsibilities of this position are such that the position is not eligible for alternative worksite arrangements, such as working from home, telecommuting, or flexible work scheduling, such as 4-day workweek or alternate start/end times, on a consistent or recurring basis
- Most work is indoors and performed at a desk in an area that offers little privacy
- Ability to travel to and from meetings and appointments in locations and times when public transportation is unavailable
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

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

EQUAL EMPLOYMENT OPPORTUNITY:

Pikes Peak Habitat for Humanity complies with all applicable Equal Employment Opportunity laws. Employment decisions are made without regard to race (including characteristics associated with race such as hair texture, hair type, and protective hairstyles), color, religion, sex, sexual orientation, gender identity, transgender status, national origin, disability, pregnancy, age (40 or older), genetic information (including family medical history), marital status, military status, lawful conduct outside of work, membership or non-membership in a labor organization, or status in any other group protected by federal, state or local law.

COMPENSATION AND BENEFITS:

- The hiring range for this position is projected to be \$17-\$20 per hour depending on experience.
- All full-time Pikes Peak Habitat for Humanity employees are eligible for the following employee benefits:
 - Medical/Life/Dental/Vision Insurance/401(k) Retirement Program with employer match up to 4%/Accrued Vacation and Sick hours/Paid holidays.

APPLICATION TIMELINE & INSTRUCTIONS:

- Position will remain open until filled
- Apply on our website at pikespeakhabitat.org/employment
- [Upload C.V./Resume](#)
- [Upload cover letter explaining how you meet/exceed the position's preferred levels of education and experience contained within this job description](#)

NO PHONE CALLS, EMAILS OR PERSONAL INQUIRIES