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<b>Title:</b>	Accounting Associate	<b>Date Written:</b>	10/24/2018
<b>Department:</b>	Finance	<b>Date Revised:</b>	
<b>Reports To:</b>	Chief Financial Officer		
<b>FLSA:</b>	Non-exempt		
<b>Classification:</b>	Full time/hourly		

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### **Position Summary:**

The Accounting Associate supports the Finance Department with general accounting including Accounts Payable, Accounts Receivable and preparation of Journal Entries along with GL reconciliations. This position assists the Chief Financial Officer in various finance functions.

### **General Responsibilities:**

- Upholds the Mission, Values, and Promises of Greensboro Habitat for Humanity
- Represents HHGG in the Greensboro community, with Habitat International and among other Habitat affiliates
- Supports an environment where volunteers are productively engaged in the organization's work
- Supports an environment where staff members are strongly encouraged to participate in faith formation activities
- Supports implementation of programs and practices to achieve greater operational efficiency and productivity
- Support an environment where safety of staff, volunteers and homeowners is a high priority
- Demonstrates excellent communication skills, including:
  - the ability to write and speak clearly and effectively
  - an aptitude for listening to others, and
  - a capacity to engage, inspire and persuade

### **Accounting Associate Duties:**

- Manage all aspects of A/P & AR; processing all a/p transactions ensuring accuracy of each invoice and proper classification and maintaining daily deposits
- Record monthly mortgage activity
- Post journal entries as assigned by CFO and accountant
- Reconcile monthly credit card statements
- Submit ReStore sales tax payable
- File for sales tax refund semi-annually
- Assist with reconciling accounts at year end
- Perform related duties as assigned by supervisor

### **Minimum Qualifications (Education, Experience, & Skills):**

- College degree in accounting or business preferred or equivalent experience.
- Minimum 5 years' experience in dealing with detailed accounting administrative processes that involve data collection, processing, analyzing and output
- High proficiency in Excel required
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices
- Working knowledge of accounting software preferred

**Physical / Mental Demands:**

This position requires the ability to handle a fair amount of stress due to month-end deadlines associated with the Finance department. Most of the work is completed while seated and working on a computer.

**Working Conditions/Environment:**

Work is typically performed in an office environment and does not require travel. Routine office hours Monday through Friday, with some flexibility. Occasional early morning or after-hours meetings are required.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required for this position. All employees may have other duties assigned at any time.

Additionally, this document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.

**Habitat for Humanity of Greater Greensboro is an Equal Employment Opportunity organization**

Habitat policy prohibits discrimination based on race, sex, color, creed, national origin, age, citizenship, mental or physical disability or veteran/reserve/National Guard or any other similarly protected status.

Employment with Habitat for Humanity Greater Greensboro is a voluntary one and is subject to termination by you or Habitat for Humanity Greater Greensboro at will, with or without cause, and with or without notice, at any time.

**Employee Acknowledgment**

As indicated by my signature below, I acknowledge that I have read and understand this job description and agree to comply with such.

Employee **Printed** Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_