

## EMPLOYMENT OPPORTUNITY

Posted date: 02/26/2020  
Closing date: OPEN UNTIL FILLED

**Position:** SENIOR ACCOUNTANT  
**Reports to:** VP Finance  
**Type:** Full-time, Exempt, Level 18  
**Compensation:** \$45,701-\$57,127 annual salary, commensurate with experience  
Plus a great benefits package including medical, dental, vision and alternative care; vacation and sick leave; holidays; matching retirement plan; and more!

*Habitat for Humanity Portland/Metro East revitalizes neighborhoods, builds affordable and sustainable homes, and empowers families through successful homeownership. We believe that everyone deserves the opportunity to reach their full potential, and that starts with a stable and healthy place to call home. Founded in 1981, we have built and repaired homes in partnership with over 1,700 people right here in the Metro region. With plans to triple the number of people we serve every year, we're invested in creating a Portland where everyone has the opportunity to build a better life.*

### POSITION SUMMARY

The Senior Accountant supports all aspects of finance and accounting operations for Habitat for Humanity Portland/Metro East, a ~\$10MM construction and ~\$5MM retail organization. This position ensures compliance with organization policies and procedures as they pertain to accounts payable/receivable.

### KEY RESPONSIBILITIES

- Assist with providing inventory cost reports for grant applications as needed
- Process AR, AP, and general ledger transactions with bookkeeper
- Collaborate with Lending and Compliance Manager to maintain homeowner escrow accounts and process homeowner insurance invoices
- Processes mortgage payments; work with Lending and Compliance Manager to resolve discrepancies
- Assist HR Manager in processing payroll
- Assist with monthly close out procedures, annual reporting, and financial audits
- Cross train with Bookkeeper to serve as backup and help as needed
- Perform monthly bank statement reconciliations
- Assist in performing monthly balance sheet account reconciliations
- Post adjusting journal entries
- Maintain general ledger accounts by reconciling accounts receivable detail
- Support VP Finance in preparation of:
  - Monthly financial statements
  - Annual audit
  - Annual budget and forecasts
  - Special reports/projects

### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to embrace and demonstrate alignment with internal cultural values of interconnectedness, organizational communication, individual development, recognition, safety, accountability, and equity
- Strong knowledge of GAAP
- Demonstrated skills in problem resolution, initiative, prioritizing, implementing process enhancements, and handling confidential and sensitive information

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- Microsoft Office proficiency
- Skill to graciously manage competing priorities in a dynamic environment
- Relentless focus on detail bolstered by organization and time management skills
- Commitment to affordable housing development and the mission of Habitat

### MINIMUM REQUIREMENTS

- Bachelor's degree in Accounting, Finance, or Economics
- Four years minimum experience in related, directly relevant and progressive, general ledger accounting for construction or non-profit organizations
- Or an equivalent combination of education and experience
- Experience with QuickBooks

### PREFERRED QUALIFICATIONS

- CPA and/or CMA designation
- Background in construction, retail, inventory, and/or non-profit

### WORK ENVIRONMENT AND PHYSICAL DEMANDS

- This job operates in a fast-paced, business casual office environment
- The employee will routinely use standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines
- This is largely a sedentary role with some filing work, which requires the ability to lift files, open filing cabinets, bend, and stand on a stool as necessary
- This position may have occasional local travel – typically to other Habitat locations

### SCHEDULE

- 40 hours a week; M-F 8:30am-4:30pm; occasional overtime may be required

***Employment is contingent on passing a background check.***

### HOW TO APPLY

Submit the following application materials to [Employment@HabitatPortlandMetro.org](mailto:Employment@HabitatPortlandMetro.org) with “**Senior Accountant - (Your Full Name)**” in the subject line:

- Cover letter, including why you are interested in this position, your qualifications, and how you heard about this opening
- Resume, including dates of employment (month and year)
- Three references, at least two professional

**Please note: applications without all three requirements will not be considered.**

*Habitat for Humanity Portland/Metro East hires a workforce representative of the communities we serve, understanding that a diverse workforce strengthens our organization. We value diversity and support a positive and welcoming environment where all employees can thrive.*

*Habitat for Humanity Portland/Metro East is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.*