Title: Accounting Associate

Employment Status: Full-Time

Department: Finance

FLSA Status: Non Exempt

Reports to: Director of Accounting

Supervises: none

Starting Range: $16.35 - $19.52/hour

Benefits Available: Health Insurance; 401k match; PTO – vacation, sick, holidays; and more

General Description
This position is an entry-level accounting position. As a key part of the Finance team, this position is responsible for cash receipt accounting and provides support as needed for weekly accounts payable processing.

Essential and/or Back-up Role Responsibilities
1. Donation deposits, receipt coding and data entry in donor database and accounting system
2. Mortgage payment deposits and data entry in accounting system
3. Corporate credit card transaction data entry and monthly reconciliation
4. Provide backup and assistance for weekly accounts payable processing
5. Data enter monthly inventory journal entries
6. Process AmeriCorps rent deposit payment receipts
7. Bank reconciliations
8. Reconcile Intercompany accounts between AMS & HFHMD
9. Monthly ReStores Audits
10. Semi-Annual Production Warehouse audits
11. Perform other duties as assigned

People
- Great people skills to effectively support others with timely and clear communication, clarity, and positivity with people at all levels
- Proven ability to work well with others in a team environment
- Able to develop and maintain professional, positive, and collaborative functional relationships with staff, volunteers, and vendors

Training, Skills and Experience
- Great written/verbal communication skills
- Very detail oriented and organized
- Accurate and timely data entry
- Ability to set priorities and meet deadlines
- Above average ability to maintain confidentiality
- Collaborative team player
- Self-starter and ability to work independently with minimal supervision
- Accounts Receivable or Accounts Payable experience a plus
- Raiser’s Edge software or Nonprofit experience a plus
- Intermediate to advanced computer skills; Excel skills
- Accounting software experience a plus
- Experience working with volunteers a plus

Please send resume and cover letter to HRRrecruiting@habitatmetrodenver.org
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