



**JOB DESCRIPTION**  
[www.habitatmetrodenver.org](http://www.habitatmetrodenver.org)

<b>Title:</b> Accounting Associate – Accounts Payable	<b>Employment Status:</b> Full-time
<b>Department:</b> Finance	<b>FLSA Status:</b> Non-Exempt
<b>Reports to:</b> Controller	<b>Supervises:</b> None

Updated September 21, 2022

**Who You Are:**

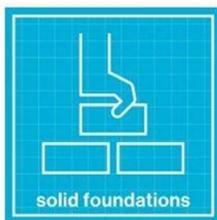
You are someone who people can rely on, and you are always there when they need a helping hand. You love it when numbers balance out and have an uncanny ability to detect the smallest of errors with ease. Deadlines don't shake you and you are comfortable resolving those unforeseen issues to meet them. You are looking for a new position where you can make a difference in your life, the lives of others, and the world. In return, you seek an organization that appreciates your individuality and supports you as a member of a diverse and talented team. People often comment how you are organized, dedicated, and a true collaborator. You know in your heart it is time to find an opportunity to be part of something larger; more impactful. If this sounds like you, please allow us to introduce ourselves.

**Who We Are:**

Habitat for Humanity of Metro Denver (Habitat Metro Denver) is part of a global, nonprofit housing organization that seeks to bring people together to build homes, communities, and hope. Habitat for Humanity was founded on the conviction that everyone needs an affordable, healthy, and stable place to live in dignity and safety, and that affordable housing should be a matter of conscience and action for all. To achieve our vision of a world where everyone has a decent place to live, Habitat Metro Denver builds, renovates and sells homes in partnership with low- and moderate-income families. Our organization also works with existing low-income homeowners in more than 2,500 households. Habitat Metro Denver is also an advocate for policies that create and preserve affordable housing. We work in neighborhoods across five counties in Metro Denver to not only build, renovate and sell new homes, but also to do critical home repairs to help families stay in their homes longer. Throughout our 43-year history, Habitat Metro Denver has served more than 2,500 households and is the 8th largest producer in the Habitat U.S. network.

**How We Succeed Together:**

Habitat Metro Denver's **Cultural Blueprint** highlights the specific behaviors and mindsets that support our core values and guide day-to-day decisions, behaviors, and interactions of every person within our organization.



**Solid Foundations** - Our mission is at the heart of everything we do. We are passionate about our work, our teams, and our relationships.

**Innovative Design** - We are curious. We embrace change. We take risks and initiative to address a complex social issue – housing. We exemplify grit and determination in our relentless pursuit to ensure everyone has a safe and affordable place to call home.

**Open Doors** - We welcome everyone. We aspire to be an inclusive organization that celebrates one humanity – where equity, diversity and inclusion are at the core of every facet of our work.

**Clear Windows** - We approach everyone with kindness, clarity, and transparency. We champion authenticity, illuminate our strengths, and hold ourselves and others accountable.

**Supportive Structures** - We have each other's backs. We collaborate. Becoming better at what we do takes all of us. By building homes and life-changing careers, we make a transformational difference in our lives and the lives of others.

#### **GENERAL DESCRIPTION:**

As a key part of the Finance team, this position is responsible for accounts payable, some cash receipts and provides support as needed for other areas in accounting.

*The following reflects the organization's definition of essential functions for the job but does not restrict the tasks that may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.*

#### **CORE RESPONSIBILITIES:**

- Responsible for full cycle of Accounts Payable processing.
- Weekly processing and payments of vendor invoices.
- Onboarding of new vendors: W9, COI, set up in accounting software.
- Maintain W9s and COIs for all contract vendors.
- Administer 1099 at year end.
- Tracking and processing of monthly HOA and rent payments.
- Corporate credit card transaction data entry and monthly reconciliation.
- Manage the employee credit card program and resolve any user issues.
- Process employee expense and mileage reimbursements.
- Reconciliation of AP-related balance sheet accounts.
- Perform other duties as assigned.

#### **EXPERIENCE:**

- 2+ years Accounts Payable experience.
- Intermediate to advanced computer skills; Excel skills.
- Accounting software experience a plus.
- Nonprofit experience a plus.

#### **KNOWLEDGE, SKILLS, & ABILITIES:**

- A strong belief in Habitat's mission and a desire to engage others in the organization's work.
- Great skills effectively supporting others with timely and effective communication, clarity, and positivity with people at all levels.
- Proven ability to work in collaboration with others in a team environment.

- Excellent mathematical skills
- Very detail oriented and organized.
- Accurate and timely data entry.
- Ability to set priorities and meet deadlines.
- Ability to maintain confidentiality.
- Ability to handle high volume processing.
- Self-starter and ability to work independently with minimal supervision.
- Able to develop and maintain professional, positive, and collaborative functional relationships with staff, volunteers, and vendors.
- Experience working with people from diverse racial, ethnic, and socioeconomic backgrounds is preferred.
- Great written communication skills.

**PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:**

- This position will require sitting at a desk for most of the day and the ability to type.
- Able to lift and carry up to 25 pounds when necessary.
- Valid driver's license and ability to be insured under the company's insurance policy.
- Ability to travel to and from meetings and appointments in locations and times when public transportation is unavailable.
- Hybrid work model (minimum 4 days/week at the Habitat HQ, with ability to work from home the other day)
- **Proof of COVID-19 vaccination is required for employment.**

**The Pay Range** for this position is \$20.05 - \$24.30 with consideration given for applicable education and/or experience above the minimum requirements.

**Benefits** available include medical, dental and vision insurance options; 401k savings match; paid Life Insurance and AD&D policy; Short and Long-Term Disability Insurance; Paid Time Off for vacation, sick, holidays, floating holidays, Healthy Families Workplace Act (HFWA) Leave; Parental Leave and paid time to volunteer.

Please send resume or work history and statement of interest to [HRRecruiting@habitatmetrodenver.org](mailto:HRRecruiting@habitatmetrodenver.org) for consideration.



*At Habitat for Humanity of Metro Denver, we value diversity and strive to ensure that our practices and policies are equitable and inclusive. We do not tolerate harassment or discrimination of any kind. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of age (40 and older), sex, sexual orientation (including transgender status and gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), marital status, race, national origin (including ancestry), disability, creed, religion, genetic information, HIV status, military or veteran status, or any other status protected by federal, state, or local laws. Habitat Metro Denver is dedicated to the fulfillment of this policy in all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, dismissal, and all other terms, conditions, and privileges of employment.*