

JOB TITLE: Senior Accountant

PURPOSE: The Senior Accountant ensures the accurate and efficient management of the affiliate's accounting records.

POSITION TYPE: 1.00 FTE. Exempt, Salaried

REPORTS TO: CFO

JOB RESPONSIBILITIES

- Maintains affiliate account structure in QuickBooks including account codes, jobs, construction items, and classes of data.
- Prepares and files various quarterly Federal, State, and City taxes.
- Records gifts of professional services, materials, and labor into work in process or other accounts, as required.
- Prepares and submits fund draw requests to governmental agencies through which the affiliate has received grant funding and provides information to Fund Development staff for use in preparation of the initial grant application and final reports on these programs.
- Conducts inventory of construction items and prepares associated documentation for annual audit; prepares additional reports and work papers for annual audit as requested by the CFO.
- Performs account reconciliations and prepares corrective journal entries as needed.
- Manages multiple accounting responsibilities in a timely and effective manner.

QUALIFICATIONS

- Bachelor's Degree in Business (Accounting degree preferred);
- 5+ years' experience in Accounting; Construction industry accounting experience desirable;
- Strong background in Work in Process accounting and preparation of General Ledger entries, as well as a solid working knowledge of the Accounts Payable function;
- Thorough knowledge of standard account code structure;
- Exceptional communication, organizational, and time management skills;
- Demonstrated experience with accounting software systems (QuickBooks preferred, but not required) and experience using Excel software for developing financial reports.

TERMS OF EMPLOYMENT

COMPENSATION – DOE. Fully paid medical and dental insurance, retirement, vacation, sick leave, and holidays.

POSITION OPEN UNTIL FILLED

Please e-mail resume and cover letter (required) explaining your interest and qualifications for this position and three professional references to: humanresources@tpc-habitat.org

Or mail resume and cover letter to:

Human Resources
Habitat for Humanity Tacoma/Pierce County
PO Box 7124
Tacoma, WA 98417
Please, no phone calls.