



Celebrating More Than 20 Years of Building Hope, Lives & Communities

JOB TITLE: Senior Accountant

REPORTS TO: Controller

Habitat for Humanity of Greater Los Angeles (HFH GLA) is seeking a qualified candidate to provide senior level accounting functionality to the affiliate.

Habitat for Humanity of Greater Los Angeles has been an active affiliate of Habitat for Humanity International for more than 20 years. By providing affordable housing, home repairs, skilled construction training, financial education, and volunteer opportunities the organization has transformed millions of lives, helped stabilize communities and fostered economic vitality in the region. On average, the affiliate builds and renovates 100 homes in the Los Angeles region, ranking it among the largest affiliates nationwide.

SUMMARY OF ESSENTIAL FUNCTIONS

- Finance Reporting and Accounting
- Maintain and design schedules supporting financial reporting and accounting
- Cash Management and Forecasting
- Work with and support the Construction Accountant
- Work with and support other Departments as needed
- Work with and support external auditors
- Other duties as required

SUMMARY OF JOB QUALIFICATIONS

- 3-5 years of Accounting experience - Construction and/or Non-Profit experience strongly preferred
- Bachelors Degree or equivalent in Accounting or related field

This is full-time position. Work schedule is Monday through Friday, 9:00am-6:00pm with some evening and weekends. Position requires local travel in the normal course of performing job duties with mileage reimbursement. Must have access to reliable transportation to perform job duties, valid driver's license and meet the state required amount of personal automobile liability insurance.

BENEFITS AND COMPENSATION: We offer a full benefits package: medical, dental , and vision coverage; short and long term disability insurance; life and AD&D insurance; vacation and sick leave; holidays; flexible spending accounts; and 401(K) retirement plan and 10% employee discount in our ReStores. **Compensation: DOE**

TO APPLY (NO CALLS OR WALK-INS PLEASE):

If you'd like to join our team, please send a cover letter, resume and salary requirements to:

EMAIL: HR@habitatla.org (Preferred)

MAIL: 8739 Artesia Blvd., Bellflower, CA 90706 – Attn: HR



Visit us at: www.habitatla.org

Employment is contingent upon completion of a satisfactory background check.

**Habitat for Humanity of Greater Los Angeles is an Equal Employment Opportunity employer. Applicants are considered without discrimination with regard to race, color, religion, sex, national origin, age, disability or other protected status.*