



JOB TITLE: Staff Accountant

REPORTS TO: Controller

Habitat for Humanity of Greater Los Angeles (Habitat LA) is seeking a qualified candidate to provide additional accounting support needed due to the expanding needs of the organization of the organization. Successful candidate will plan an important role in managing project accounting for Home Repair & Construction as well as assisting in monthly financial reporting. 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

- Develop, maintain and monitor budgets and budgetary controls for Programs & Construction.
- Administer & Oversee Contract Management for Programs & other contracts.
- Assist with monthly closeout procedures, annual reporting and financial audits.
- Maintain & perform Loan Servicing of Mortgage Portfolio Accounts.
- Maintain & Process Insurance Certificate Requests & Renewals.
- Process AR, AP and General Ledger transaction.
- Assist in the development, design and implementation of accounting systems and procedures – Payroll.
- Other related duties as assigned.

SUMMARY OF JOB QUALIFICATIONS

- One (1) to five (5) years progressive experience in accounting, previous construction and/or not for profit experience helpful.
- Bachelor's Degree in accounting or related field of the equivalent work experience of five (5) years

This is full-time position. Work schedule is Monday-Friday 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; life and AD&D insurance; vacation and sick leave; holidays; flexible spending accounts; and 401(K) retirement plan and 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 and drug screen

**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 and will consider qualified applicants with criminal histories in a manner consistent with the Los Angeles Fair Chance Initiative for Hiring.*