



JOB TITLE: ACCOUNTANT

REPORTS TO: CONTROLLER

SUMMARY OF DUTIES AND RESPONSIBILITIES:

Habitat for Humanity of Greater Los Angeles (HFHGLA), where we Build Hope, Lives and Communities, is seeking a qualified, professional and detail oriented individual who is looking to work in a fast paced environment with a diverse population.

The Accountant will maintain the integrity of financial transactions and provide accurate and timely financial reporting. The individual must be goal oriented, organized with the ability to work in a team environment as well as individually.

Essential Functions

- Develop, maintain, and monitor budgets and budgetary controls.
- Prepare and analyze detailed accounting, statistical, and narrative financial reports and statements to submit to management and board of directors.
- Assist with financial activity closeouts and financial audits.
- Maintain and monitor grants and loans.
- Process AR, AP, General Ledger, Payroll transactions.
- Assist in the development, design, and implementation of accounting systems and procedures.

SUMMARY OF JOB QUALIFICATIONS

- BA/BS in Accounting or a related field.
- 5 years of progressive experience in accounting work; construction and/or non-profit experience helpful.
- Strong computer skills and knowledge in Microsoft programs
- Experience in Timberline is desired.
- Integrity, organization, attention to detail, ability to work independently, and ability to multi-task
- Excellent interpersonal and cultural competency skills to effectively work with a wide spectrum of people in a collaborative way.

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

BENEFITS AND COMPENSATION: HFHGLA offers 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. Salary is \$45K+/Annually, DOE.

TO APPLY

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

EMAIL: HR@habitatla.org **FAX:** (310) 323-0789 - Attn: HR

MAIL: 17700 S. Figueroa Street, Gardena, CA 90248 – Attn: HR

We are an Equal Opportunity Employer.

Visit us at: www.habitatla.org