



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

<b>Title:</b> Staff Accountant	<b>Employment Status:</b> Full-Time
<b>Department:</b> Finance and Administration	<b>FLSA Status:</b> Exempt
<b>Reports to:</b> Controller	<b>Supervises:</b> N/A

July 2023

**Who You Are:**

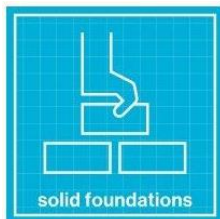
You're someone who people can rely on, and you are always there when they need a helping hand. You are well versed in the intricacies of organizational finances and enjoy facing unique challenges every day. You're inquisitive and enjoy diving into finer details and making sure data and information is accurate. You're 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 on how you're organized, thorough, compassionate, and amazing with numbers. You know in your heart it's 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 put God's love into action by bringing 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. 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



innovative design



open doors



clear windows



supportive structures

**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:**

This position requires a blend of solid technical accounting skills and customer service skills. Regular interaction with various departments is required. Must be comfortable working with multiple software systems that can have some areas of user interface complexity.

*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:**

- Verify, allocate, post and reconcile accounts payable and receivable
- Produce error-free accounting reports and present their results
- Analyze financial information and summarize financial status
- Spot errors and suggest ways to improve efficiency and spending
- Provide technical support for accounting systems and transaction coding
- Review and recommend modifications to accounting systems and procedures
- Participate in financial standards setting and in forecast process
- Provide input into department's goal setting process
- Prepare financial statements according to schedule
- Assist with tax audits and tax returns
- Assist with internal and external audits to ensure compliance
- Support month-end and year-end close process
- Liaise with various department managers to improve financial procedures

**EXPERIENCE:**

- 4-year accounting degree preferred or professional related experience required
- GL accounting or public accounting experience a plus
- Experience working with complex software is a plus
- Mortgage accounting knowledge is a plus
- Construction accounting experience is a plus
- Retail accounting experience is a plus
- Intermediate to advanced computer and Excel skills required

**KNOWLEDGE, SKILLS, & ABILITIES:**

- A strong belief in Habitat's mission and a desire to engage others in the organization's work
- Behaviors and interactions accurately reflect cultural values outlined in the Cultural Blueprint above
- Excellent interpersonal skills and ability to flex style to communicate clearly, professionally, and sensitively with diverse audiences of internal and external customers including coworkers, volunteers, and vendors
- Demonstrated ability to exercise sound decision making, take initiative and manage up and laterally when needed
- Comfortable working independently with proven ability to develop and maintain professional, positive, and collaborative functional relationships with staff, volunteers, and vendors
- Position requires extreme attention to detail and ability to maintain confidentiality
- Proven organizational skills to set priorities, maximize efficiency and consistently meet deadlines
- Experience working with people from diverse racial, ethnic, and socioeconomic backgrounds is preferred

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

- A Motor Vehicle Report (MVR) will be run for insurance purposes
- Valid driver's license and ability to be insured under the company's insurance policy is prerequisite; occasional driving required
- Ability to travel to and from meetings and appointments in locations and times when public transportation is unavailable
- Must be able to pass background and credit checks

**The expected starting annual salary range for this position is \$56,000 - \$65,400**, with consideration given for candidates who exceed the preferred requirements and possess extensive experience above the minimum requirements. The full annual salary range for this position is \$55,400 - \$75,400.

**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 apply** by copying and pasting the following link in your browser:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=49190&clientkey=9F05EDCA5A4F338D08503989FA9B94C0>

Or visit our **Careers Page:**

<https://habitatmetrodenver.org/about/careers/>



*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.*