



POSITION DESCRIPTION
www.habitatmetrodenver.org

Title: Accounting Associate – Accounts Payable	Employment Status: Full-Time
Department: Finance	FLSA Status: Non-Exempt
Reports to: Controller	Supervises: Volunteers

APRIL 2024

Who You Are:

You are someone who people can rely on, and you are always there when they need a helping hand. You love it when numbers balance out and have an uncanny ability to detect the smallest of errors with ease. Deadlines don't shake you and you are comfortable resolving those unforeseen issues to meet them. You are 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 are organized, dedicated, personable, and a true collaborator. You know in your heart it is 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 one of the top ten producers in the Habitat U.S. network nationwide.

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 - 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:

As a key part of the Finance team, this position is responsible for the accuracy, completeness, and timely reporting of all accounts payable information within established organization policies and procedures, including some cash receipts. This position provides support as needed for other areas in accounting.

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:

- Demonstrate energy and passion for Habitat's mission and Cultural Blueprint's values in all aspects of the position.
- Provide the highest quality customer service to internal and external stakeholders.
- Precisely complete full cycles of Accounts Payable processing.
- Be responsible for weekly processing and payments of vendor invoices.
- Assist in onboarding of new vendors by managing W9, COI, and setting employees up in accounting software.
- Maintain W9s and COIs for all contract vendors.
- Administer 1099 at year end.
- Track and process monthly HOA and rent payments.
- Manage corporate credit card transaction data entry and monthly reconciliation.
- Oversee the employee credit card program and resolve any user issues.
- Process employee expense and mileage reimbursements.
- Reconcile AP-related balance sheet accounts.
- Supervise core volunteers aiding in the accounts payable process.
- Perform other accounting duties as assigned.

KNOWLEDGE, SKILLS, & ABILITIES:

- A strong belief in Habitat's mission and a desire to engage others in the organization's work.
- Solid written and verbal skills to effectively support others with timely and effective communication, clarity, and positivity.
- Proven ability to work in collaboration with others in a team environment, as well as being a self-starter who can work independently with minimal supervision.
- Excellent mathematical skills.
- Very detail oriented and organized.
- Ability to accurately enter data in a timely manner.
- Ability to maintain confidentiality.
- Ability to handle high volume processing by setting priorities to meet critical deadlines.
- Able to develop and maintain professional, positive, and collaborative functional relationships with staff, volunteers, and vendors.
- Experience working with people from diverse racial, ethnic, and socioeconomic backgrounds is preferred.

EXPERIENCE

- 2+ years Accounts Payable experience preferred.
- Minimum of 2 years of progressive experience with similar responsibilities.
- End-user familiarity with Yooz, Visa Spend Clarity, and/or Acumatica a plus.
- High proficiency in Microsoft Excel including spreadsheet creation, lookup formulas, pivot tables, etc.
- Nonprofit experience a plus.
- Accounting software; or other data / cost management software experience a plus.

WORK ENVIRONMENT & CONDITIONS, PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB

- Most work performed indoors in an office or meeting setting.
- Able to lift and carry up to 25 pounds when necessary.
- Ability to work at a computer for extended periods of time.
- Ability to travel to and from meetings and appointments in locations and times when public transportation is unavailable.
- A valid driver's license and ability to be insured under the company's insurance policy is prerequisite; occasional driving is required. A Motor Vehicle Report (MVR) will be run for insurance purposes.
- Shared office environment with ability to work remotely.
- Hybrid work model (minimum 2 days/week at a Habitat location, with ability to work from home the other days) During the first 6-9 months of employment additional days in the office will be required to build critical interpersonal connections and strengthen the communications team's vision, strategy, and cohesiveness.
- Must be able to pass background and credit checks to the satisfaction of Habitat for Humanity of Metro Denver.
- Proof of COVID-19 vaccination is currently NOT required for employment.

The starting pay range for this position is \$22.40 – \$24.85 / hr with consideration given for applicable education and experience above the minimum requirements. **The full pay range** for this position is \$22.40 – \$27.30.

Benefits available include medical, dental and vision insurance options; 401k with employer match; Paid time off for vacation, sick, holidays, floating holidays; and parental leave; short and long-term disability; Healthy Families and Workplaces Act (HFWA) Leave; Paid Parental Leave (PFML); 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=72781&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.