

Senior Accountant

Reports to: Chief Executive Officer

Direct Reports:

FLSA Status: Full time, Exempt (salary)

Schedule: Monday - Friday

POSITION SUMMARY

The Senior Accountant is an integral member of Honolulu Habitat's Leadership Team with primary responsibility to assist Chief Executive Officer and affiliate leadership with the day-to-day financial management and oversight of the organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Financial accounting and reporting
 - Performs all accounting functions including receivable and payable duties in accordance with GAAP
 - Prepares monthly and annual reports for the Chief Executive Officer and Finance Committee
 - Reviews financial data and prepares journal entries
 - Advises organization on cash flow management
 - Participates on Construction In Progress team to provide weekly updates on cost balances of home construction projects
- Mortgage Servicing
 - Collaborates and support Chief Executive Officer with loan and mortgage servicing process, including ensuring escrow payments are made in a timely manner.
 - Coordinates with Homeowner Services Department to provide written communications to homeowners and borrowers regarding loan status and escrow balances
 - Assists Homeowner Services Department in the preparation of mortgage closing documents
- Assists organization in budgeting process by establishing budget schedules and collecting, analyzing, and consolidating financial data
- Collaborates with outside services for auditing, tax preparation, banking and other financial needs as necessary
- Collaborate with Organization Leadership for external reporting and filing of documents when necessary.
- Assist with payroll management, journal entries and allocations
- Administer tax compliance (monthly GE tax, etc.)
- Performs other duties as needed

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Accounting background with at least four years professional experience
- Experience in nonprofit accounting
- Working knowledge of cash planning and reporting; financial planning and reporting, budget preparation, and grants reporting.
- Working knowledge of budgeting, audit procedures, nonprofit accounting and auditing.
- General knowledge of computerized accounting systems and of government accounting policies, procedures and guidelines for nonprofit fund accounting.
- Working knowledge of computer applications including desktop applications.
- Excellent interpersonal skills, which include written, verbal and listening skills.
- Organized, detail and task oriented.
- Ability to foster a cooperative work environment including through training and education of colleagues in financial matters and strategies.
- Passion for the mission of Honolulu Habitat for Humanity and advocacy of affordable housing.

Honolulu Habitat is focused on recruiting a diverse and equitable workforce and is an Equal Opportunity Employer.

To Apply:

Submit resume and cover letter info@honoluluhabitat.org