

ACCOUNTING MANAGER POSITION DESCRIPTION

REPORTS TO:	Chief Financial Officer	DEPARTMENT	Finance
EMPLOYMENT STATUS	Full-Time, Permanent	FLSA STATUS	Exempt
OFFICE LOCATION	797 Mayport Road Atlantic Beach, FL 32233	SUPERVISORY RESPONSIBILITY	Part-Time Volunteers

OVERVIEW This is a full-time exempt position responsible for financial and accounting functions of Beaches Habitat for Humanity. The Accounting manager will provide financial reports to the Chief Executive Officer (CEO), Chief Financial Officer (CFO), and the Finance Committee in an accurate and timely manner. Experience in or the willingness to learn job costing, mortgage servicing and lending, nonprofit and government accounting, and HOA Management are desired to be successful in this position.

ESSENTIAL FUNCTIONS *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Please note this job description is designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

ACCOUNTING AND FINANCE

- Record and deposit all receipts including donations, accounts receivable, and other miscellaneous funds.
- Process vendor invoices and cash disbursements. Work with Construction Director to ensure that home costs are properly recorded.
- Perform monthly GL reconciliations.
- Assist CFO with preparing monthly financial statements to CEO and Finance Committee.
- Process bi-weekly payroll and ensure all related tax and benefit reporting are completed by payroll servicing company.
- Ensure internal financial policies and best practices are being followed.
- Assist CFO with annual budget process.
- Assist CFO with annual financial audit and 990 Informational Tax Return preparation.
- Manage annual workers compensation audit by preparing necessary vendor documentation and working with external auditor.
- Prepare and administer annual 1099s.
- Calculate and record year end accruals.
- Review and implement mortgage origination processes, ensuring compliance with current mortgage related practices and federal regulations. Obtain funding through Florida Housing Finance Corporation. Provide necessary documents to Real Estate Attorney for home closings.
- Record sale, mortgage and construction costs in a timely manner.

ADMINISTRATION

- Maintain employee personnel and benefit files to meet current federal, state and local jurisdiction requirements.
- Working with CFO, oversee coordination of staff benefits including but not limited to health, dental, vision, retirement and workers compensation
- Ensure internal control policies are enforced to safeguard corporate assets and confidential data; including financial and employee data.
- Perform other duties as assigned.

STANDARDS FOR MEASURING PERFORMANCE

- Completeness, accuracy, and punctuality of reports and other assignments.
- Ability to obtain an unqualified opinion on audited financial statements.
- Ability to meet or exceed accreditation standards regarding mortgage origination and servicing in partnership with the Family Services Director.
- Maintain a high internal and external customer satisfaction level.
- Maintain high standards of integrity and compliance.

EDUCATION AND EXPERIENCE

- Bachelor's Degree in Accounting
- Minimum 3 years' experience in financial management.
- Proficiency in Accounts Payable and Accounts Receivable procedures.
- Understanding of full cycle month-end closing process.
- Experience with preparation for year-end audit.

COMPETENCIES

- Analytical ability; problem solving; initiative.
- Ability to prioritize and work independently.

SKILLS

- Microsoft Office skills, including MS Excel, MS Word.
- Full understanding of Generally Accepted Accounting Principles (GAAP).
- Ability to prioritize and work independently; self-starter; proactive.
- Effective communication skills.

WORK ENVIRONMENT

Most work is performed indoors in an office environment. All necessary equipment needed to perform job duties will be provided.

PHYSICAL REQUIREMENTS

- Long periods of sitting, entering and analyzing data. Some light lifting may be required.

EXPECTED HOURS OF WORK

The primary schedule is Monday –Friday 9:00 AM to 5:00 PM

TO APPLY

Please send resumes and cover letters to jobs@beacheshabitat.org All resumes will be reviewed upon receipt.

Beaches Habitat for Humanity, Inc. is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.