Habitat for Humanity
of Montgomery and Delaware Counties

POSITION DESCRIPTION
Accounting Associate

POSITION TITLE: Accounting Associate
REPORTS TO: Accounting Manager
DEPARTMENT: Finance
STATUS: Non-Exempt
PRIMARY LOCATION: 533 Foundry Rd, W. Norriton, PA 19403

POSITION SUMMARY
The Accounting Assistant completes accounts payable entries into the accounting system, ensures that all internal controls are followed and all approvals are on file for payments, resolves problems with vendor billing, enters cash receipts into the accounting system, makes cash deposits to banks, completes internal cash transfers as authorized, provides mortgage servicing support and reconciles balances, and prepares biweekly payroll. The Accounting Assistant is also responsible for some administrative responsibilities as detailed below.

PRIMARY DUTIES AND RESPONSIBILITIES

Accounts Payable – Reviews all bills for accuracy, contacts vendors with questions, resolves billing discrepancies, forwards bills to associated department manager for approval. Obtains secondary approval prior to entry by Accounting Manager though submission of bills on a weekly basis. Responds to all inquiries from Accounting Manager regarding any bills in question in a timely manner. Enters approved bills into accounting system (Bills.com/QuickBooks) accurately and in accordance with GAAP, completes weekly check run for payments approved by Accounting Manager, obtains signatures for all checks, and distributes or sends checks out by Friday of each week as indicated on check request forms.

Cash Receipts and Transfers – Prepares incoming cash and check receipts for deposit into appropriate bank accounts. Reviews and maintains digital deposit records for all cash receipts and deposited items. Enters all deposited items by individual “customer” as discrete records into QuickBooks with the associated deposit date on the bank record. Ensures that all check and cash deposits are entered and scanned electronically into accounting systems on a weekly basis. Enters all bank activity in ACH and electronic payments into accounting software. Transmits all bank deposits on a weekly basis. Completes internal transfers of cash to the Operating Cash Account as requested in writing from the Controller. All income data is shared with the development team incoming gifts.

Payroll – Obtains all staff timesheets through TimeCo, and uploads all pay data into bi-weekly payroll processor. Enters all new staff and staff changes into payroll processor for biweekly payroll. Ensures that all payroll rate changes are authorized by written communication by the CEO, and that all new employees have an offer letter signed by the CEO detailing position, rate of pay, and other pertinent payroll information. Forwards all payroll records to the Accounting Manager to include in the personnel files. Works with Accounting Manager, who will review and process each payroll.

Accounts Receivable – Records and creates new receivable pledges for our Critical Home Repair Program, records payments on those accounts.

Mortgage Servicing – Accurately records all payments and disbursements into the Keystone Mortgage system and QuickBooks for all mortgage activity. Maintains a system to ensure that municipal, county, school and insurance tax bills are obtained and reviewed for timely and discounted payment. Communicates with tax collectors to obtain tax
bills for payment during discount periods. Reviews all proposed payments with Accounting Manager prior to payment. Works with Programs when there is a need to contact homeowners directly for additional information.

**Administrative** – Opens, date stamps and distributes all mail as appropriate on a daily basis. Makes copies of all checks, endorses all checks upon receipt, provides check copies to Development and others as directed, orders office supplies, maintains office supply cabinets in good order, is responsible for the good working order of the office copier and postage machine.

**Assists in other projects as assigned or requested.**

**Requirements**

- Coursework or Certificate in Accounting
- Consistent, accurate, thorough and detail oriented
- Exceptional organizational skills and aptitude for numbers
- Advanced Excel skills
- Outstanding communication skills, written and verbal
- Ability to work collaboratively

**Education**

Bachelor’s degree from an accredited college or university or related experience preferred.

**Experience**

- Experience in QuickBooks Software
- 2-5 years of experience in an accounting environment

**Drivers License**

A valid driver’s license, reliable transportation, and willingness to travel as needed are required. Employment is contingent upon the completion of a successful background check, driving record, and child abuse clearance.