

## Staff Accountant

Reports to: Director of Finance & Administration

Classification: Full Time

### Position Summary:

The Staff Accountant is responsible for a wide range of activities, including transactional work related to accounts payable, timely bank account reconciliations for the monthly accounting close process, including the recording of some journal entries, and preparation of account reconciliations. They will assist in the annual budget preparation and analyses on a monthly, quarterly and annual basis of actual results compared to budget; support the annual financial audit (including Project Cost Certifications) and manage restricted revenues related to donations and grants.

### Primary Responsibilities:

- Execute the monthly and yearly close in a timely manner and adhere to the accounting close schedules, timelines and deadlines.
- Reconcile assigned bank accounts and/or general ledger assets and liabilities on a monthly basis.
- Assist in the budget preparation and review process.
- Work with department managers and directors to review actuals and/or budgets to ensure understanding and identify areas where corrective actions need to be taken to meet financial goals.
- Assist with the year-end audit, Project Cost Certifications and IRS Form 990 preparation assistance as needed and directed by the Director of Finance and Administration.
- Review deposit entries and backup to ensure that all items are recorded correctly and make corrections where need to be in the accounting system, QuickBooks Pro.
- Review all accounts payable items and the general ledger to ensure that all items are recorded correctly and make corrections where need to be in the Fund accounting system.
- Prepare, review, and distribute annual 1099's and/or 1096's' tax forms.
- Maintain Vendor files of Business Licenses, W-9's and Certificate of Insurance.
- Collect receipts from staff for credit card purchases and reconcile monthly against statement.
- Prepare and make regular back deposits.
- Lead the development of standardized independent contractors' processes and procedures related to their verification of liability insurance, set up for payments and tax forms.
- Assist in the establishment, maintaining and implementation of accounting/finance control policies and procedures.
- Act as the liaison between finance, fund development and direct service staff in securing and administering financial functions of all grants.

- Assist in the development of standardized interdepartmental grant processes and procedures related to financial components of grants.
- Make periodic updates of grants with current YTD expenditures; analyze and compare to grant budget.
- Provide monthly grant reporting including invoices and related documentation, quarterly and final budget reports as required by grant.

**Knowledge, Skills and Abilities:**

- Bachelor's degree in Accounting, Finance, Business Administration, or another relevant field.
- 1-5 years of relevant
- Excellent organizational skills, strong critical thinking skills and ability to plan and prioritize while managing multiple deadlines.
- Strong customer service skills and ability to deliver service excellence.
- Demonstrated effective conflict resolution skills.
- Ability to work and communicate effectively (verbal, written, in-person, and/or telephone) with individuals from diverse backgrounds.
- Ability to maintain a high degree of accuracy, attention to detail, and confidentiality.
- Ability to multi-task, meet deadlines, and facilitate projects to their completion.
- Desire to contribute to a culture which embraces diversity, equity and inclusion.
- An experienced professional with the ability to use sound judgment in decision-making, while demonstrating a strong ability to work as a team.
- Commitment to working with shared leadership and in cross-functional teams.
- Proficiency in Microsoft Office, including Outlook, Word, Excel and PowerPoint.
- Proficiency with Quickbooks.

**Work Environment:**

- Evaluation at 90 days, 1 year and annually thereafter.
- Normal work week is Monday – Friday, 9AM to 5PM. Hybrid options considered.
- Office location is Georgetown, Delaware.

**How to Apply:**

- To apply, email your cover letter and resume to [apply@sussexcountyhabitat.org](mailto:apply@sussexcountyhabitat.org)
- Visit our website at [www.sussexcountyhabitat.org](http://www.sussexcountyhabitat.org) for additional career opportunities.

**Equal Opportunity Employment:**

Sussex County Habitat for Humanity is an Equal-Opportunity Employer. SCHFH will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. SCHFH will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.