

**Job Description:** Accountant – Habitat for Humanity of the MS Gulf Coast

**Please send a resume with cover letter and three professional references via email to [jobs@hfhmgc.org](mailto:jobs@hfhmgc.org). Applications will be reviewed quickly, and interviews will be conducted on a rolling basis. No phone calls please.**

**Primary Role:** Habitat for Humanity of the Mississippi Gulf Coast (HFHMGC) is seeking an Accountant to assist in the performance of financial and accounting functions including adhering to all internal controls; maintaining confidentiality of accounting systems and data; assisting with data entry, filing and data processing, and other financial activities as requested by other members of the Finance Department.

**Responsibilities:**

- Record daily sales transactions
- Record daily receipts, such as donations, mortgage payments, etc.
- Record monthly journal entries as assigned
- Reconcile general ledger accounts as assigned
- Generate invoices as needed
- Prepare deposit slips, and make bank deposits as needed
- Enter billing invoices in accounts payable as assigned
- Assist with payroll system processing, deduction changes, PTO accruals, etc.
- Prepare monthly, quarterly, and annual reporting as assigned
- Assist with scanning and filing
- Assist with annual processing of vendor 1099's and maintenance of vendor files
- Support the Finance department with accounts payable, payroll and cash disbursements
- Support the annual audit performed by independent external auditors
- Protect organization's value and individuals' privacy by maintaining confidentiality

**Education and Experience:**

- Accounting or Business degree completed/in process, or requisite work experience
- Attention to detail, thoroughness, organized
- Ability to work well with diverse groups and individuals
- Capacity to develop and maintain successful and productive working relationships
- Excellent written and verbal communications skills
- Strong planning and organizational skills including the ability to anticipate tasks, set priorities, meet deadlines and function smoothly under strict deadlines and shifting priorities
- Ability to pick up computer systems quickly such as QuickBooks and Excel
- Position requires extended periods of sitting
- Commitment to affordable housing and HFHMGC's mission, vision, and values

**Employment Status:** Full-Time salaried position at 40 hours per week.

**Salary:** Competitive salary depending on experience, plus a benefits package including medical insurance and 401k options.

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