

Job Description: Accountant (Part-Time) – 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. 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 a part-time 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: Part-Time

Salary: Compensation is dependent on experience.

Habitat for Humanity of the Mississippi Gulf Coast provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.