



Peninsula Habitat for Humanity

Position Title: Accountant
FLSA: Exempt
Department: Finance
Supervisor: Finance Director

Position Summary: The Accountant will work with staff and volunteers to support the finance and accounting operations of Peninsula Habitat for Humanity. The primary functions include the processing of account payables and receivables, assist with the preparation of monthly financial reports, bank reconciliations, and payroll processing. This is a permanent 20 hour per week position.

Peninsula Habitat for Humanity is a non-profit organization that builds quality, affordable, ownership housing through volunteer efforts in long-term partnerships with qualified families. Peninsula Habitat is the Habitat for Humanity International affiliate for San Mateo County.

Essential Functions:

- Accounts payable processing.
- Assist in Monthly Financial Reporting.
- Process payroll.
- Accounts receivable (mortgage portfolio) processing.
- Prepare cash receipts bank deposits and enter into the general ledger.
- Bank Reconciliations
- Assist with agency annual audit.
- Perform other duties assigned by the Finance Director.

Education, Experience, and Skills Desired:

- Five or more year's business and accounting experience.
- Proficiency in Word and Excel, and general accounting Software. Experience in Timberline Software a plus.
- Excellent communication and organizational skills.
- Understanding of confidentiality requirements.
- Analytical and problem solving skills.
- Attention to detail.
- Ability to work independently as well as to contribute to a team effort.
- Experience with construction accounting desirable.

This is a challenging accounting position with a salary commensurate with experience and prorated benefits. Please send your resume with a cover letter to tina@peninsulahabitat.org or fax to (650) 599-9306. No phone calls, please.

Peninsula Habitat for Humanity is an Equal Opportunity Employer.