



HABITAT FOR HUMANITY OF FREDERICK COUNTY, MD

JOB DESCRIPTION: FINANCE ASSISTANT

Salary Range \$40,000 - \$50,000 (*based on experience and weekly hours*)

The Finance Assistant is responsible for performing the various bookkeeping, payroll and accounting tracking tasks of the local office for Habitat for Humanity of Frederick County, MD. This position supports and reports to the Finance Director. This position is responsible for representing the core values, mission and vision of the Organization.

The Finance Assistant is responsible for maintaining and storing the accounts receivable, accounts payable and payroll records effectively and efficiently, as well as communicating clearly and respectfully to all employees and visitors to the office. This position currently requires that most tasks be completed in the office, allowing for out-of-office work only if approved by the Finance Director or the Executive Director. There is an option for 32- to 40-hours average per week.

ESSENTIAL ROLES AND RESPONSIBILITIES

- Possess a solid understanding of accounting, including knowledge of debits and credits, consistent use of the general ledger and trial balance, including knowledge of their accounts and use, and the ability to recognize anomalies in the accounting system as they occur.
- Perform the day-to-day accounting operations of the organization with professionalism and integrity, including accounts receivable, accounts payable, sales tax reporting, and payroll preparation. This includes entering timely and accurate entries into the Accounting Software, including daily Sales Revenue from the ReStore, gifts and other revenue, vendor invoices and their subsequent payments, AmeriNat monthly mortgage entries, payroll-related entries and other entries as required.
- Maintain adequate records of contractors' Worker's Compensation and General Liability insurance certificates, as well as provide support in the preparation of annual subcontractor Forms 1099.
- Provide support, as requested, for the annual Financial Statement audit, the annual Worker's Compensation audit, and other tasks throughout the year.
- Provide support for Human Resource duties, as requested by the Finance Director.
- Ensure professional & courteous communication with all employees, volunteers and visitors in the office, including in-person interactions, phone etiquette and electronic communication, as applicable.
- Proactively maintain a well-organized working area, including daily filing of paper and electronic documents, as well as scanning documents into the accounting software.
- Maintain accurate and complete work procedures for all areas of responsibility.
- Possess proficiency in Microsoft 365 and other software used in the local office, especially Excel.
- Manage accounting phone calls and messages, emails and correspondence timely and efficiently, with adequate communication with the Finance Director.



ESSENTIAL ROLES AND RESPONSIBILITIES (*continued*)

- Ensure timely communication of, and responsiveness to, Habitat for Humanity International reporting requirements and matters related to Affiliate Good Standing, as they relate to the accounting department.
- Work collaboratively with the staff and the Executive Director to set organizational goals, budgets, and strategies for the organization's growth and success.
- Maintain strict confidentiality of all sensitive information of the Organization.
- Balance assignments and priorities through effective communication and prioritization.
- Support the Finance Director with all accounting and finance-related tasks, as assigned.
- Assist organizational executive leadership with projects and duties, as requested.

SKILLS AND QUALIFICATIONS

- Proven experience in bookkeeping and accounting-related tasks, including consistent accuracy and the ability to multi-task on a regular basis.
- High level of professionalism, discretion and confidentiality.
- Strong organizational skills with an eye for detail.
- Strong written, verbal and interpersonal skills.
- Ability to prioritize tasks effectively for the benefit of the Organization and its employees.
- Commitment to the Core Values, Mission and Vision of Habitat for Humanity of Frederick County and a willingness to work passionately to provide affordable homeownership solutions to local residents.
- Willingness to work with all staff to achieve a common goal, beneficial to the Organization and to the community.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties and skills require of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.