



Job Title: Staff Accountant

Department: Finance

Reports to: Finance Director

FSLA Status: Full-Time; Exempt (32 hours per week)

Position Summary:

The ideal individual for the position will have a thorough understanding of Generally Accepted Accounting Principles and be able to apply them in all processes of accounting. As the Staff Accountant, you will report to the Finance Director and maintain responsibility for the following duties:

ESSENTIAL RESPONSIBILITIES

- Open, sort, and distribute mail
- Full-cycle Accounts Payable for Construction, ReStore and Affiliate
 - Distribute invoices for approval from department directors
 - Resolve all A/P issues with vendors in a positive manner
 - Enter, correctly code and pay invoices, once approved
 - Get appropriate signatures on checks and mail payments timely
 - Download, enter and pay credit accounts (ie: Independent Bank CC, Home Depot, Lowes, Sam's Club, Auto Zone)
- Full-cycle Accounts Receivable
 - Accept donations, payments and grant money.
 - Accurately code in Quickbook and deposit timely in bank
 - Download online reports and enter accordingly (ie: Fidelity, United Way, Mobile Cause, Benevity etc.)
- Reconcile daily sales from ReStore
- Spot errors and suggest way to improve efficiency and spending
- Analyze financial statements for discrepancies and other issues that should be brought to the Finance Director's attention.
- Review and recommend modifications to accounting systems and procedures
- Assist with month end close and fiscal year end close
- Participate in preparing financial statements for Finance Director
- Prepare monthly sales tax returns for State of Colorado and Larimer County
- File and track property tax exemptions with State of Colorado and City of Fort Collins
- Manage the mortgage payment process with IDF, including monthly Journal Entry
- Reconcile Quickbooks with Razors Edge monthly, working with database administrator
- Prepare and issue 1099s to vendors timely after year end
- Ensure compliance with GAAP principles
- Assist with annual financial audit preparation



SKILLS REQUIRED

- Thorough knowledge of basic accounting principles
- In-dept understanding of GAAP
- Strong knowledge of QuickBooks
- Experience with general ledger functions and the month/year end close process
- Advanced MS Excel skills
- Highly organized and detail oriented
- Flexible and able to deal with frequent interruptions and changing priorities
- Strong communication, customer service and interpersonal skills
- Dependable person with good work ethic
- Be a team player

EDUCATION

- BS degree in Accounting, Finance or equivalent

WORK ENVIRONMENT AND CONDITIONS

- 32 hours per week
- Position requires travel between sites in personal vehicle
- Valid driver's license is required

WAGE: \$35k - \$45k DOE

Please submit resume and three references to Amber Neiberger at

ANeiberger@FortCollinsHabitat.org

An Equal Opportunity Employer, Fort Collins Habitat for Humanity does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, genetic information or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors.

About Fort Collins Habitat for Humanity

Fort Collins Habitat for Humanity is part of a global, nonprofit housing organization operated on Christian principles that seeks to put God's love into action by building homes, communities and hope. Fort Collins Habitat is dedicated to eliminating substandard housing in the Fort Collins area and worldwide through constructing, rehabilitating and preserving homes; by advocating for fair and just housing policies; and by providing training and access to resources to help families improve their shelter conditions.

Habitat for Humanity was founded on the conviction that every man, woman and child should have a simple, durable place to live in dignity and safety, and that decent shelter in decent



communities should be a matter of conscience and action for all. As an affiliate of Habitat for Humanity International, we abide by all the global guiding principles but also by a set of locally adopted principles that reflect who we are and our goal of building 50 More Homes by 2020.

1. Christian homebuilder & provider of housing support services. Other purposes will be pursued only with Board input and approval.
2. People focus. We seek to treat people as we want to be treated.
3. Needs driven. We seek to grow to address a growing need for safe, affordable housing.
4. Safety. Safety for homeowners, staff and volunteers guides our decisions and actions.
5. Capacity & Sustainability. We develop people, processes, land and funding to enable ongoing pursuit of our mission.

About Fort Collins, Colorado

Money Magazine named Fort Collins the best place in the country to live. The Old Town Historic District has fine bookstores, galleries and shops. Because Fort Collins is also home to Colorado State University, it has all the liveliness and bustle of a college town. Good restaurants, craft breweries, nightlife and culture abound. There's always something going on. This northern Colorado city is an outdoor-oriented community, with the nearby national park, Lory State Park and Horsetooth Reservoir, where you can do everything from boating and swimming (in the summer months) to horseback riding, camping, fishing, mountain biking and rock climbing. And there are plenty of places for off-road driving, mountain biking, hiking and other outdoor activities. Golfers will find several challenging local courses, and anglers can fish for both stream and warm-water fish.

Learn More:

<http://www.visitftcollins.com/>

<http://downtownfortcollins.com/>

<http://www.fortcollinschamber.com/>