



Accounting Administrator

Type: Temporary, (6) Months Contract (with possibility for extension)
Full-Time (40 hours per week)
Reports To: Financial Controller
Direct Reports: None

About Habitat for Humanity

Habitat for Humanity is one of the most trusted and recognized non-profit brands in the world. Habitat for Humanity Southern Alberta ("Habitat") is one of the only affordable home ownership providers in Southern Alberta, addressing a critical need in our community – helping families achieve housing stability.

Through Habitat, kids can put down roots and parents can start planning for a brighter future in a safe and secure neighborhood. With the help of sponsors, donors, community partners and volunteers, Habitat builds quality homes and helps families enter the housing market by purchasing homes through our affordable mortgage program.

These no interest mortgage payments are used to build more homes for more families, creating a cycle of paying-it-forward and a sustainable financial model. Home ownership builds long-term stability and independence for families, while offering lasting, tangible benefits to our entire community.

Habitat is also fortunate to have one of the largest and most successful ReStore operations in Canada. The ReStore is a social enterprise that sells new and gently used furniture, appliances, and building materials. Products are donated by businesses and households, and with three retail outlets, the ReStores are a large enterprise, contributing over \$1M annually to Habitat's mission.

Habitat for Humanity Southern Alberta was established in 1990 and now works in 13 communities across Alberta, managing a portfolio of approximately 250 families, with a multi-million-dollar construction and land development program. To date, Habitat has partnered with over 300 families, impacting the lives of more than 1,000 children.

Habitat is a complex organization with several different operating components to its whole, each bringing its own unique and connected set of challenges in support of our sustainable financial model: an affordable homeownership program, a land acquisition and construction program, a volunteer program, multiple fundraising programs, community relationship building and the ReStore retail outlets.

Success at Habitat is when the entire organization works together to dramatically increase impact, while having fun and learning along the way. The culture at Habitat is built on passion and purpose.

Purpose

The Accounting Administrator will actively contribute to the efficient and effective workings of the Accounting Department by executing daily tasks with a strong attention to detail. This role will provide support to Department activities with specific responsibility for processing, recording, updating, and reconciling information in compliance with established policies.



Key Responsibilities

Banking:

- Responsible for monitoring and posting transactions for all bank accounts.
- Process receivables and payables EFTs.
- Monthly reconciliations of all bank accounts.

Program Support:

- Responsible for posting all transactions related to mortgages, tenancies, buybacks, foreclosures and other miscellaneous homeowners' transactions.
- Reconcile mortgage remittance bi-monthly and update any payment changes as necessary.
- Calculate and make necessary entries for the distribution of mortgage payouts and request necessary account transfers.

Fund Development Support:

- Provide copies of donations to Fund Development for proper revenues coding.
- Generate invoices and follow up on payments.
- Assist Fund Development in generating revenues reports from Salesforce to verify total revenues by campaign, events and/or FD class.
- Reconcile Salesforce revenues with QuickBooks revenue.
- Ensure processing of donations is CRA compliant.
- Monitor deferred revenues. Work with Fund development and Finance to match revenues with expenses on an ongoing basis.

Financial Accounting and Reporting:

- Ensure accurate recording of transactions.
- Reconcile balance sheet accounts and follow up with relevant staff regarding variances.
- Prepare GST and PSB rebate filing quarterly.
- Capital Asset Management: Maintain asset lists and schedules and depreciation posting.
- Assist with preparation of working papers, lead sheets, formal financial statement and notes to the financial statements for the year-end audit.
- Prepare, review and send monthly financial statements to each department. Coordinate with departmental managers regarding variances.
- Ad hoc projects and reconciliation as required.

Qualifications

- Bachelor's degree or diploma in accounting or enrolled in intermediate level of professional accounting designation program. Equivalent experience will be considered.
- Minimum 3 years of related experience required. Experience in the Not-for-Profit Sector an asset.
- Solid understanding of full cycle accounting.
- Excellent critical thinking skills with track record of improving processes and procedures.
- Strong analytical skills with a high attention to detail.
- Self-starter with ability to analyze and interpret - not just report.
- Able to effectively collaborate with others to achieve results.
- Detail-oriented with the ability to effectively prioritize and execute tasks in a deadline driven environment.



- Excellent written and oral communication skills - Ability to communicate clearly to all levels of organization.
- Proficiency with MS Office applications, including Excel, Word and Outlook.
- Experience with Salesforce or other CRM software preferred.
- Experience with accounting software, QuickBooks Enterprise preferred.

Application Deadline: April 12, 2024

Please apply with a Resume and Cover Letter to: jobs@habitatsouthernab.ca.

Habitat for Humanity Southern Alberta is an equal opportunity employer. We thank all applicants for your interest in this position. Please note that only those candidates selected for an interview will be contacted.