



Accountant

Type: Full-time (40 hours per week)
Reports to: Controller
Direct Reports: None

About Habitat for Humanity

Habitat for Humanity is one of the most well-known non-profits in the world. We help families build strength, stability and independence through affordable home ownership, and we have an exciting opportunity for an Accountant to join our team in Calgary.

With the support of sponsors, donors, community partners and volunteers, we build homes alongside future homeowners to provide a solid foundation for better, healthier futures. Families purchase their homes through Habitat's affordable mortgage, where mortgage payments are geared toward each family's income level, and never exceed more than 30 per cent of their total household income. Since 1990, we have partnered with more than 300 families across southern Alberta, affecting the lives of more than 900 children.

We also operate three ReStores in southern Alberta – two in Calgary and one in Medicine Hat. The ReStores sell new and gently used furniture, appliances, building materials and more, at heavily discounted prices. Products are donated by businesses and individuals in the community and the proceeds from these sales support Habitat for Humanity.

With total revenues exceeding \$3.5 million annually, our ReStores address an important community need, support environmental responsibility, and comprise one of the largest and most successful ReStore operations in Canada.

Purpose

The accountant 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.

This is an exciting opportunity to work in the non-profit sector with room for future growth

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, tenancy, 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 second 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
- Helps ensure processing of donations is within CRA compliance
- Monitor deferred revenues. Work with Fund development and accounting to match revenues with expenses on an ongoing basis.

Government Grant Administration

- Prepare reports and documents for Municipal, Provincial and Federal Grant claims

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 every quarter
- 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

Core Competencies and 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.
- 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: February 4th, 2022

Please apply with a resume and coverletter 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.