



Accounting Coordinator

Type: Full-time (40 hours per week)
Reports to: Accounting Manager
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 Accounting Coordinator 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 270 families across southern Alberta, affecting the lives of more than 700 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 Accounting Coordinator is responsible to support the day-to-day data entry and accounting for Habitat for Humanity and its ReStores. This role is responsible primarily for managing and processing the accounts payable, entering daily sales for the ReStore, and providing back-up support to the Accountant. This position will also be responsible for data entry into Sales Force and processing tax receipts and thank you letters as required. This role is also a partner in creating a welcoming environment.

Key Responsibilities:

General Accounting and Administration Work collaboratively with the Accounting Manager and Accountant in managing financial matters.

- File all source documents in the filing systems; developing new and improved processes for its maintenance and confidentiality
- Enter and reconcile ReStore sales.
- Receive and process Purchase Orders and reconcile Construction Holdbacks
- Input other accounting data into QuickBooks as required
- Make bank deposits and bill payments at bank branch
- Assist with month end and year end reporting
- Contract and Lease Management- Maintain contract filing system. Track payments and renewals.

Accounts Payable

- Process vendor invoices, Gift-in- Kind entries, employees expense reimbursement and credit card accounts for payment ensuring proper approvals, calculations and coding
- Process weekly cheque run and monthly payments and route cheques for signature
- Maintains accounting filing systems
- Respond to all accounts payable inquiries with internal staff and external vendors in a timely matter
- Reconcile and monitor AP aging report
- Reconcile and review vendor statements.
- Complete credit application forms
- Ad-hoc projects as required

Donor Management

- Input fundraising revenues and non Restore Gift-in-Kind entries into Salesforce
- Prepare tax receipts and thank you letters in Salesforce as required
- Assist in trouble shooting any problems encountered with Salesforce
- Ad-hoc projects as required
- Respond to all tax receipt inquiries with internal staff and external donors in a timely matter

Decision-making

- Consult:
 - With Accounting Manager on any issues to systems/practices identified
 - With Accounting Manager on financial matters unfamiliar with or completing on Accounting Manager's behalf
 - With Accounting Manager when considering change to strategic component of the current processes or key initiatives
 - With Accounting Manager if concern over the relationship with a staff, colleague, partners, stakeholder
 - With Accounting Manager on day to day issues that require collaboration or information sharing
 - With Fund Development Director with any issues and conflicts with revenue coding
 - With Project Coordination Specialist for any questions regarding construction GIK donations.
- Inform:
 - When possessing information that would aid others to have; to correct misinformation
 - Anything that may have significant consequences
 - Anything that stakeholders or community may expect the Accounting Manager or DFBA to know
 - Changes being made in established processes or collaborations
 - Relationship issues/opportunities



Qualifications:

- 1-2 years direct experience in accounts payable and receivable, data entry
- Diploma/certificate in Accounting or equivalent experience
- Experience in non-profit and/or affordable housing environment an asset
- Strong understanding and competence in computer systems and programs i.e. QuickBooks, Excel etc.
- Project accounting experience an asset
- Salesforce experience would be an asset, but not a requirement.
- A good understanding of CRA requirements regarding gifting and receipting would be an asset
- Strong communication, interpersonal, critical thinking, problem-solving skills required
- Excellent organizational, administrative and time management skills required
- Demonstrated flexibility and adaptability skills
- Ability to remain calm in highly stressful and ambiguous situations clear crisis decision-making and resolution skills
- Ability to prioritize in a fast-paced environment
- Ability to work in a multi-cultural environment and implement practices supportive of diversity
- Access to personal vehicle is required
- Strong team player and team builder, able to work independently, and self-motivated

Application Deadline: Friday May 24, 2019

please send your cover letter and resume to jobs@habitatsouthernab.ca Please put Accounting Coordinator in the Subject line.

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.