



JOB DESCRIPTION

Title: Accountant	Employment Status: Full Time
Department: Administration	Reports To: Chief Financial Officer

JOB SUMMARY

Assist CFO with the development and implementation of accounting systems and financial management tools to facilitate completion of financial objectives established by the CFO, Finance Committee, President and the Board of Directors.

ESSENTIAL FUNCTIONS:

- Utilize advanced MS Excel & Access to record and reconcile accounting transactions, including importing donor deposits, store sales and mortgage payments.
- Reconcile donor deposits in accounting software to donor database.
- Maintain database to combine and track mortgage balances and payments from various mortgage servicing sources.
- Reconcile deposit documentation provided by ReStore for accuracy, end of month reconciliation of ReStore activity and posting monthly entries, bringing variances to the attention of the CFO
- Enter vendor bills, credit cards charges, and homeowner escrow bills in accounting software.
- Post bi-weekly journal entry to record payroll entries from outsource provider
- Reconcile benefits payable bi-weekly after each payroll.
- Identify fixed asset additions and retirements, record depreciation and reconcile fixed assets monthly.
- Track changes in Land Held for Development accounts and reconcile monthly.
- Reconcile lot inventory monthly
- Reconcile credit card statement to charges in accounting software.
- Match voucher portion of A/P check with bills, file in numerical order after checks are signed.
- Assist with annual homeowner escrow analysis and payment of property taxes.
- Prepare GL reconciliation schedules
- Manage allocation and reconciliation of insurance.
- Provide support as needed to CFO, including annual audit, special projects, etc.



KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of GAAP
- Knowledge of QuickBooks Enterprise software.
- Advanced MS Access experience
- Strong MS Excel and Word experience
- Strong attention to detail and ability to reconcile work
- Knowledge of cost accounting and/or construction industry.
- Excellent writing and verbal communications skills.
- Ability to work 40+ hours/week; Evening and weekend hours when needed.
- Excellent organizational skills and attention to detail a must.
- Ability to 10-Key.
- Ability to work independently and collaboratively
- Positive personality, attitude and professionalism.

EDUCATION, EXPERIENCE

- Bachelor's or Associate's degree in Accounting or Finance or the equivalent experience plus three years of related experience.
- CPA Preferred

PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB

- Sit at a desk or in a meeting for extended periods of time.
- Ability to lift 50 pounds.
- Able to drive to off-site locations; requires a current Arizona driver's license, a clean driving record, auto insurance (certain level of coverage is required to receive mileage reimbursement) and a trustworthy vehicle needed.

WORK ENVIRONMENT AND CONDITIONS

- The majority of duties are performed in an office setting however; there will be time away from the office i.e. special events, errands... This will require the use of your own vehicle.
- There will also be times when you may need to be out on a construction site which may mean uneven terrain with exposure to dirt, dust, dampness, construction debris, extreme temperatures, construction noises, fumes and odors from construction materials.

TOOLS AND EQUIPMENT USED

- Employee must be proficient in or able to use or learn to use office equipment such as computer, printer, phone, copiers, calculator, and fax machine and other communication vehicles.



- Dress code is office casual.