



Accounting Clerk

Habitat for Humanity of Ventura County (HFHVC) brings people together to build homes, communities and hope in partnership with those in need. The Accounting Clerk will assist with finance operations to help further the organization's efforts to build strength, stability, self-reliance and shelter throughout Ventura County.

Position Summary

Type: Full-time (40 hours per week), non-exempt position

Salary: \$19.00 - \$22.36 per hour; 100% employer-covered medical/vision/dental insurance (employee pays for any dependent's coverage)

Reports to: Chief Finance Officer (CFO)

Work schedule: Typically, Monday – Friday between 9am – 5pm with rare weekend or evening requirements. Exact schedule to be determined with the CFO.

Location: Oxnard, CA with on-site and remote hybrid option

Position Description

The Accounting Clerk's responsibilities include, but are not limited to, accounts receivable and payable, end of the month reconciliation support, computer data entry and other items needed and/or special projects that may be assigned by management.

The Accounting Clerk will assist the CFO, the CEO and the Finance Committee with financial reporting and will continually support other improvements in HFHVC's operations as identified.

Primary Responsibilities:

- Process accounts payable, accounts receivable, and credit cards receipts
- Perform credit card reconciliations for review by the CFO
- Cash management including reviewing ReStore transactions
- Assist in the month-end and/or quarterly accounting reconciliations and review of transactions for preparation of financial statements
- Support management with government funding applications
- Complete Home Repair grant contract reimbursement requests and maintain necessary reports
- Assist in coding Habitat Home Repair and Construction transactions and maintain scheduled budget reports for each project
- Monitor mortgage payments and servicing
- Process semi-annual property taxes for HFHVC owned properties/renters
- Assist in all banking and donation processes
- Assist in the fiscal year end accounting close outs with auditors, the annual audit process and the timely filing of tax returns
- Assist in the development of the HFHVC accounting handbook and month-end closing checklist and updating as necessary

- Maintain files of invoices, billing statements, and contracts in the x-drive and/or paper filing
- Adhere to Habitat for Humanity's Safeguarding behavior to respect and safeguard the rights and dignities of all people and protect all, including those we intend to serve, from exploitation and abuse.
- Assist in special projects as assigned to the Finance Department

Required skills and qualifications

- Commitment to the HFHVC mission
- Accounting Certificate required with one - two years of experience in accounting/bookkeeping
- Strong computer skills with experience in accounting software (QuickBooks preferred) and with Microsoft Office (mainly Excel, Word and Outlook)
- Ability to maintain business confidentiality
- Self-directed and self-motivated
- Detail oriented and organized
- Ability to apply intermediate analytic skills, including mathematical skills
- Ability to understand a broad range of common financial matters in a timely manner
- Ability to present a professional demeanor as a staff member of HFHVC
- Be able to work with diverse personalities

Working Conditions:

The work condition characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to lift 10 lbs.
- Ability to sit at a desk, sitting most of the time, little exertion, some walking and standing.

To apply:

Send cover letter, resume and three references to info@habitatventura.org. Please include "Accounting Clerk - your last name" in the subject line. Incomplete applications will not be accepted.

Applications will be accepted until position is filled. Candidates will be contacted for interviews on a rolling basis. No phone calls please. Only short-listed candidates will be contacted.

Habitat for Humanity of Ventura County is an equal opportunity employer.