



Accounting Manager

Habitat for Humanity of Ventura County (HFHVC) brings people together to build homes, communities and hope in partnership with those in need. The Accounting Manager will manage aspects of HFHVC's 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: \$28.85 - \$33.65 per hour; 100% employer-covered medical/vision/dental insurance (employee pays for any dependent's coverage)

Reports to: Chief Executive Officer (CEO)

Work schedule: Typically, Monday – Friday between 8:30am – 5pm with rare weekend or evening requirements.

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

Position Description

The Accounting Manager handles aspects of HFHVC's day-to-day financial operations, ensuring accurate records, compliance, budgeting, and financial reporting.

Primary Responsibilities:

- Ensure compliance with non-profit accounting standards and Habitat policies and procedures, maintaining adherence to internal controls and safeguards.
- Supervise HFHVC's Accounting Clerk, ensuring accounts receivable and payable, credit card receipts, grant reimbursements and cash management are addressed accurately and on time.
- Manage/oversee day-to-day accounting functions, including accounts payable, accounts receivable, and cash receipts.
- Maintain accurate records, including journals, ledgers, receipts, and invoices.
- Ensure timely and accurate month-end journal entries and balance sheet reconciliations.
- Prepare and review financial statements including cash flow analysis, monthly financial reports (budget vs. actual, profit and loss, balance sheet) and monthly projections.
- Manage HFHVC's banking relationship including banking processes and bank reconciliations.
- Manage grant/contract billing, allocations, and contract indirect cost allocations.
- Perform fiscal year end accounting close outs with auditor; lead the annual audit process and timely filing of tax returns.
- Support the development and maintenance of the annual budget in collaboration with executive staff.
- Assist with mortgage payments and servicing as needed.
- Assist with payroll as needed.
- Conduct variance analysis, forecasting, and financial modeling as needed.

- 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.
- Manage special projects and tasks as assigned to the Finance Department.

Required skills and qualifications

- Commitment to the HFHVC mission
- Minimum of Accounting Certificate required; degree in Finance/Accounting preferred
- Minimum of three years of experience in accounting
- Experience with nonprofit organizations and grant compliance preferred
- Strong computer skills with experience in accounting software (QuickBooks preferred) and Microsoft Office
- Demonstrated management experience preferred
- 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
- Ability to work with a diverse set of staff, volunteers, vendors and partners

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 work in an office environment with occasional remote work options.
- Some evening or weekend hours may be required for meetings or fundraising events.
- Ability to lift 15 lbs.
- Ability to sit at a desk.

To apply:

Send cover letter, resume and three references to info@habitatventura.org. Please include "Accounting Manager - 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.