



Accounting Coordinator

Pay Range: \$23.00 - \$28.00/hour

Work Schedule: Full-time, Monday through Friday

Work Site: HFHGB Mass Ave office Tuesday through Thursday, remote work opportunity on Mondays and Fridays

Habitat for Humanity Greater Boston is seeking a detail-oriented, cross-functional contributor who can handle multiple responsibilities. Key responsibilities include the following:

- Perform day-to-day accounting duties including accounts payable, accounts receivable, credit card processing, expense reimbursements, and reconciliation.
- Assist with monthly and quarterly financial reconciliations in collaboration with department leaders and the Director of Finance.
- Support accurate recordkeeping and timely resolution of accounting discrepancies.
- Perform all payroll administration functions, including processing bi-weekly payroll, year-end reconciliation and W-2 distribution, and ensuring payroll tax compliance.
- Maintain and monitor all required business documentation, such as business certificates and nonprofit status documents.
- Provide support for the organization's yearly Tithe process in conjunction with the Director of Finance.
- Assist with preparation, tracking, documentation, and reporting related to special financial initiatives.

We recognize that job-related experience can come in many forms, and we take a broad look at the experience of each applicant. With that said, our ideal candidate will have most or all of the following qualifications:

- At least two years of experience in bookkeeping or financial analysis
- Bachelor's degree in accounting, business, or related field, or equivalent work experience
- Proficiency in all Microsoft Products, particularly Excel, and QuickBooks

Habitat for Humanity Greater Boston provides a competitive pay and benefits package, a supportive environment, and room to grow with this growing organization.

Please send your resume to hiring@habitatboston.org. For priority attention, please provide a cover letter and salary expectations.

About Habitat for Humanity Greater Boston:

Habitat for Humanity Greater Boston is dedicated to building simple, low-cost homes in partnership with low-moderate income families who need decent and affordable housing. We believe homeownership is a transformational tool in promoting equity and helping families and

communities maintain stability. Habitat for Humanity Greater Boston is an independent affiliate of Habitat for Humanity International.

Habitat for Humanity Greater Boston is committed to creating a diverse workplace environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, marital status, national origin, genetics, age, physical or mental disability, veteran/reserve national guard status, or any other status or characteristic protected by law.