



We build strength, stability, self-reliance, *and* shelter.

## JOB POSTING

**Position Title:** Accounts Payable Specialist

**Employment Type:** Full time, non-exempt, 40 hours per week.

**Compensation:** Compensation for this position ranges between \$52,000 - \$56,000, commensurate with experience and qualifications.

**Reports to:** Controller

### Position Overview

Habitat for Humanity of Washington, D.C. & Northern Virginia (Habitat DC-NOVA) seeks a resourceful and enthusiastic individual to join our team as our Accounts Payable Specialist.

The Accounts Payable Specialist is responsible for the financial processing and reporting of transactions for the organization.

### Compensation and Benefits

Habitat DC-NOVA strives to foster a collaborative, support, and flexible work environment with a dynamic and passionate team that is committed to creating affordable homeownership opportunities for everyone.

The compensation for this position ranges between \$52,000 - \$56,000. Compensation commensurate with experience and qualifications. We offer a competitive salary and benefits package including healthcare benefits, vision benefits, dental benefits, life and disability insurance, retirement savings plan with an employer contribution, generous paid time off, and more.

### About Habitat DC-NOVA

Habitat for Humanity of Washington, D.C. & Northern Virginia (Habitat DC-NOVA) believes that everyone deserves a safe, decent, and affordable place to call home. We help families with low and moderate incomes build strength, stability, and self-reliance by creating and preserving affordable homeownership. While we are best known for building and selling affordable homes, we do so much

more: we repair existing homes, mobilize and advocate in support of pro-housing policies and solutions, provide homeowner financial education, and engage thousands of volunteers across the region. Our work brings together local families, community partners, volunteers, faith-based organizations, companies, and individuals to serve families in need of shelter. Habitat DC-NOVA launched in 2022 when DC Habitat and Habitat NOVA combined to become a single, regional organization. You can learn more about our work at: [www.habitatdcnova.org](http://www.habitatdcnova.org).

## Essential Duties

The essential duties of the Accounts Payable Specialist include:

- Contract tracking, vendor maintenance as well as reconciliations, schedules, and preparations for audit and annual 1099 processes.
- Develop, implement and maintain process for PO tracking including balance reporting and management follow up when costs exceed PO value.
- Record, match and process corporate credit card transactions.
- Establish and maintain relationships with new and existing vendors, tracking contracts, obtaining W-9s and resolving all issues.
- Process all due invoices, payments and expenses with accurate coding, preparing checks and ensuring prompt payment and discount use.
- Process deposits from various sources with accurate coding and revenue recognition.
- Prepare monthly credit card reconciliation and cash reconciliations.
- File invoices, expense reports and payroll documentation.
- Monitor compliance with document retention policies.
- Pursue collections of NSF checks and over payments.
- Manage W-9 file and annual 1099 process, ensuring vendors receive 1099 forms and resolving all issues.
- Carryout various record keeping activities/monitoring of various business accounts, including but not limited to cell phones, insurance, etc.
- Assist Controller with month-end closing.
- Perform back up duties to Assistant Controller, including payroll.
- Continue to improve the payment process via system or process enhancements where appropriate.
- Perform other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties and responsibilities held by this position. Responsibilities may change over time. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

## Qualifications and skills

- BA/BS in accounting, finance, business, or public administration.
- Minimum of 2 years of payroll and accounts payable experience.
- Knowledge of generally accepted accounting principles.
- Good computer skills with an ability to learn new software packages. Proficiency with Excel required and experience with accounting systems.
- Accuracy, attention to detail and financial aptitude.
- Excellent organizational and communications skills, both verbal and written.
- Ability to work independently with limited supervision, while still a strong team player.
- Ability to work effectively with a diverse group of people.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to handle multiple tasks and work in a fast-paced environment and exercise excellent judgment in representing the organization.
- Must be able to travel to client site locations.
- Ability to sit or stand for extended periods of time.
- Must be able to lift up to 25 lbs.
- General knowledge on the use of various types of office equipment.
- Must be able to show proof of current and updated Covid-19 vaccination status and be willing to comply with all other CDC guidelines.

## To Apply

To apply for this position, please submit a resume with cover letter to Susan Bomberg at [Susan.Bomberg@habitatdcnova.org](mailto:Susan.Bomberg@habitatdcnova.org). Include "Accounts Payable Specialist" in the subject line.

***Habitat for Humanity of Washington, DC & Northern Virginia is an Equal Opportunity Employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.***