



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

JOB POSTING

POSITION TITLE: Staff Accountant

EMPLOYMENT TYPE: Full time, Exempt, 40 hours per week

SCHEDULE: Monday – Friday (hybrid possible 2 days/week)

COMPENSATION: The salary range for this position is \$55K – \$63K annually, commensurate with experience and qualifications.

REPORTS TO: Chief Financial Officer

POSITION OVERVIEW

Habitat for Humanity of Washington, D.C. & Northern Virginia (Habitat DC-NOVA) seeks a skilled and detail-oriented Staff Accountant to support the daily operations of our accounting department. The Staff Accountant is responsible for a broad range of accounting and financial tasks including journal entries, reconciliations, accounts receivable support, grant documentation, audit preparation, and internal controls.

This role requires strong analytical skills, accuracy, integrity, and the ability to manage deadlines while maintaining excellent internal and external communication. The ideal candidate will be proactive, solutions-focused, and equipped to support a fast-paced nonprofit environment. Hybrid scheduling is available up to two days per week.

COMPENSATION AND BENEFITS

Habitat DC-NOVA offers a collaborative, mission-driven work environment supported by a dynamic and passionate team committed to building and preserving affordable homeownership opportunities for individuals and families across the region.

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, hybrid work options, 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 habitatdcnova.org.

ESSENTIAL DUTIES

- Prepare daily, monthly, and adjusting journal entries
- Assist with recording revenue and accounts receivable transactions
- Deposit and record checks accurately and promptly
- Participate in preparing grant documentation and construction draw billings
- Reconcile balance sheet accounts, including cash, receivables, prepaids, payables, fixed assets, and other key accounts
- Assist with month-end and year-end close processes, including audit schedules, tax return support, and financial reporting requirements
- Maintain accurate and well-organized digital and paper records
- Prepare detailed financial analyses and ad hoc reports as assigned
- Respond to internal requests for operational and financial information
- Assist with implementing and enhancing internal controls, policies, and accounting procedures
- Support system upgrades, data improvements, and workflow efficiencies
- Serve as departmental backup as needed
- Other duties as assigned

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

QUALIFICATIONS

- Commitment to Habitat DC-NOVA's mission of creating affordable housing in the District of Columbia and Northern Virginia
- Ability to work effectively in a hybrid environment using Teams, Zoom, and related tools
- Experience reading, analyzing, and interpreting financial statements and reports
- Track record of process improvement and operational efficiency
- Strong written and oral communication skills
- Advanced experience in Microsoft Office Suite including Word, Excel, PowerPoint, SharePoint, and Outlook
- Ability to work independently as a self-starter
- Ability to manage multiple priorities and meet deadlines
- Ability to handle sensitive and confidential information appropriately
- Strong judgment and professionalism in representing the organization
- Ability to sit or stand for extended periods
- Must be able to lift up to 30 lbs

TO APPLY

To apply for this position, please submit a resume and cover letter with your desired salary to hr@habitatdcnova.org. Include Staff Accountant in the subject line. You may also apply via our online postings.

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, age, sexual orientation, gender identity, genetic information, national origin, veteran or disability status.

Habitat for Humanity of Washington, DC & Northern Virginia is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation to participate in the job application or interview process, contact hr@habitatdcnova.org.