



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

JOB POSTING

POSITION TITLE:	Staff Accountant
EMPLOYMENT TYPE:	Exempt Full-Time Salaried
COMPENSATION:	\$55,000–\$63,000 annually Salary commensurate with experience and qualifications.
REPORTS TO:	Accounting Manager

POSITION OVERVIEW:

We are seeking a Staff Accountant to support daily accounting operations and ensure accurate financial reporting. This role is responsible for journal entries, reconciliations, accounts receivable, and supporting month-end and audit processes.

This role includes an initial 90-day introductory period to assess performance and overall fit.

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](https://www.habitatdcnova.org).

DC-NOVA Office
4245 North Fairfax Dr., Suite 650 Arlington, VA 22203
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<https://www.habitatdcnova.org/>

RESPONSIBILITIES:

1. Prepare and record journal entries
2. Support accounts receivable and revenue tracking
3. Reconcile balance sheet accounts
4. Assist with month-end and year-end close
5. Support audit preparation and reporting

QUALIFICATIONS:

- Associate's degree in Accounting, Finance, or related field
- 1–3 years of accounting experience preferred
- Strong Excel and analytical skills
- High attention to detail and accuracy
- Ability to manage deadlines and priorities

BENEFITS:

- 401(k)
- Dental insurance
- Flexible spending accounts
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

TO APPLY:

Please submit a resume and cover letter with your desired salary to John Cuevas or Nathalia Tobar at hr@habitatdcnova.org. Include "Staff Accountant" in the subject line. You may also apply online via our 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, sexual orientation, gender identity, national origin, veteran, or disability status.