

Accountant

Habitat for Humanity of Northwest Indiana is looking for experienced accountant to handle the following:

- Post daily retail receipts as well as track and pay sales tax
- Process payroll and filing of all associated Federal, State & Local taxes
- Process payables
- Reconcile monthly bank statements
- Determine insurance allocations for departments
- Complete workers comp audit
- Set up and maintain mortgages in system
- Process mortgage payments
- Perform monthly account analysis and reconciliations, including balance sheet and expense accounts.
- Prepare adjusting journal entries as necessary to maintain accurate account balances.
- Assists in the month end, quarter-end and year-end closing processes and in preparing schedules for reporting.
- Conduct ad-hoc analyses to gain a detailed understanding of the financial results.
- Assist with maintaining the internal control structure required by company policies.
- Establish budgets and prepare reports on variance
- Prepare bi-weekly cash forecasts.
- Prepare weekly construction reports for builds
- Work closely with auditors for completion of the Financial Statement, 990, and tax preparation.

Proficient with QuickBooks and Excel. Someone that is extremely detailed oriented and someone that works well independently as well as on a team. This position is a part-time position with approximately 20 hours per week. To be considered, please submit your resume with salary expectations.