



JOB TITLE: Accounting Specialist
FLSA STATUS: Hourly, Non-exempt
EMPLOYMENT STATUS: Full-time
LAST UPDATED: June 8, 2026
REPORTS TO: Finance Director
REMOTE WORK ELIGIBLE: Hybrid, subject to
business needs and policy compliance

ORGANIZATIONAL VISION

A world where everyone has a decent place to live.

ORGANIZATIONAL MISSION

Seeking to put God’s love into action, Wichita Habitat for Humanity (WHFH) brings people together to build homes, communities, and hope.

ORGANIZATIONAL VALUES

Our core values serve as guiding principles to shape our culture, decisions, and actions that contribute to the organization’s mission and vision.

- Accountability: Accept and expect responsibility for our work, actions, and behaviors.
- Curiosity: Proactively seek opportunities for learning and understanding.
- Communication: Effectively exchange information, ideas, and feedback to ensure clarity.
- Collaboration: Work together to utilize diverse strengths with efficiency and productivity.

PRIMARY PURPOSE OF JOB:

This full-time position supports the entire organization through the finance department. Primary responsibilities for this role include handling accounts payable, accounts receivable, other accounting responsibilities, and assisting the Finance Director with both the program ministry and Habitat’s ReStore. Hybrid work arrangements may be available in compliance with WHFH’s Remote Work Policy and organizational needs. Regular in-office attendance is required for banking functions, meetings, training, organizational events, and other duties requiring on-site presence.

ESSENTIAL FUNCTIONS *include the following. Other duties may be assigned.*

- **Accounts Payable and Vendor Management**
 1. Process invoices, verify coding and approvals, and ensure timely payment of vendor obligations.
 2. Partner with the construction team to process (scan and code) construction invoices in a timely, accurate manner.
 3. Reconcile and analyze accounts payable balances and monitor aging reports.
 4. Maintain vendor records, including W-9 documentation and subcontractor insurance requirements.
 5. Preparation of annual 1099 reporting.
 6. Prepare and file the Kansas Sales Tax Return related to ReStore sales and make the required online tax payment.
 7. Provide backup and support for treasury and banking functions, including but not limited to: reviewing Positive Pay exceptions and process approvals within delegated authority and established internal controls.

- **Accounts Receivable and Cash Receipts**
 1. Record and reconcile donations, reimbursements, fees, and other receipts.
 2. Create invoices and general journals as needed.
 3. Reconcile accounts receivable balances and monitor aging reports.
 4. Assist with management of restricted cash balances.
 5. Enter mortgage payments into the organization's loan servicing system and reconcile payment activity as assigned.
- **General Accounting and Financial Reporting**
 1. Follow established internal controls and financial procedures to ensure accurate financial reporting and the safeguarding of organizational assets.
 2. Prepare journal entries and reconciliations to support accurate, timely monthly financial reporting.
 3. Reconcile balance sheet accounts as assigned on a timely basis to meet financial reporting deadlines.
 4. Maintain fixed asset records, including monthly reconciliation, depreciation entries, and annual audit reconciliation. Assist with the registration of fixed assets with the county.
 5. Record gift-in-kind transactions, rebates, and other specialized accounting entries.
 6. Assist the Finance Director with annual financial audit as needed.
- **Construction and ReStore Accounting Support**
 1. Record and reconcile ReStore sales and deposits in a timely manner.
 2. Prepare construction job cost reports.
 3. Process Home Grant Loan requests and maintain supporting documentation in accordance with program requirements and internal procedures.
 4. Collaborate with construction and ReStore teams to ensure accurate financial reporting.
- **Organizational Support and Collaboration**
 1. Serve as staff support to the Finance Committee, including meeting coordination and minutes.
 2. Participate in community, fundraising, and organizational events.
 3. Maintain accounting records and storage systems.
 4. Collaborate with program teams, leadership, and external partners to support organizational goals and financial stewardship.
 5. Perform other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.*

1. Knowledge of and commitment to the Habitat for Humanity concept, principles, strategies, covenants, goals, and guidelines.
2. Demonstrates enthusiasm for Habitat's mission of empowering families and strengthening communities.
3. Demonstrates the organizational values of Accountability, Curiosity, Communication, and Collaboration at a high level.
4. Excellent interpersonal, collaboration, and relationship-building skills and willingness to work with diverse personalities and people of different ages, races, faiths, and income levels, both inside and outside the organization.
5. Strong written and verbal communication skills. Able to create reports and correspondence, and able to effectively present information to employees, management, and volunteers.

6. Demonstrated ability to maintain confidentiality and appropriately handle sensitive financial, donor, homeowner, employee, and organizational information.
7. Knowledge of entry-level accounting, including accounts payable and receivable.
8. Accurate and timely data entry.
9. Proven organizational skills, including the ability to manage multiple tasks and projects simultaneously, produce high-quality results, and effectively manage deadlines.
10. Demonstrated strengths in critical thinking, problem solving, accuracy, and attention to detail.
11. Self-motivated with the ability to work independently and as part of a team.
12. Demonstrated initiative and the ability to work collaboratively in a team-oriented environment.
13. Able to effectively resolve conflict by using judgment that is consistent with standards, practices, policies, procedures, regulations, or applicable law.
14. Working knowledge of office machines, multi-line phone system, internet, and email usage.
15. Experience with QuickBooks or similar accounting software required.
16. Must be competent in the use of MS Office (Excel, Word, Access, Outlook, PowerPoint); ability to learn new software packages as needed.

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS: *The requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

1. An associate's degree in accounting, business, or a related field is preferred. Equivalent combinations of education and accounting experience will be considered. Working knowledge of accounting principles and GAAP.
2. One to three years of accounting, bookkeeping, accounts payable, accounts receivable, or related financial experience preferred.
3. Must possess a valid driver's license and maintain an acceptable driving record if driving is required for business purposes. Must be able to travel locally to meetings, events, and organizational activities.
4. Must be willing to complete training related to mortgage servicing, loan administration, and applicable organizational procedures as required.
5. Must successfully complete all pre-employment screenings required for the position, which may include reference, criminal background, motor vehicle, drug screening, and credit history checks, where permitted by law and job-related.

PHYSICAL CONTEXT AND WORK ENVIRONMENT: *The context and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

1. The work environment is usually well-lit and temperature-controlled, with moderate levels of noise.
2. Work is typically performed in an office. Must be able to remain in a stationary position for 75% of the time.
3. The person in this position needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
4. Constantly operates a computer and other office equipment, such as a calculator, copy machine, and computer printer.
5. Must be able to effectively communicate and exchange information with colleagues, volunteers, homeowners, vendors, and community members, with or without reasonable accommodation.
6. May have to lift up to 20 pounds on occasion.

7. Occasional local travel may be required for banking activities, meetings, training, organizational events, or visits to the ReStore location.
8. Occasional navigation around construction sites with uneven surfaces and hazards.
9. This is a full-time, non-exempt hourly position. This position will be working on average at least five days per week, typically Monday through Friday, 40 hours per week with eight (8) hour days.

DISCLAIMER: This is not an exhaustive list of all functions that may be required of this position. The Employer retains the right to change or assign other duties to this position and reserves the right to revise the job description at any time. The employee must be able to perform the essential functions of the position satisfactorily, and reasonable accommodations may be made if requested, absent undue hardship. This job description does not constitute a contract of employment, and the Employer may exercise its employment-at-will rights at any time.

Wichita Habitat for Humanity is firmly committed to a policy of equal employment opportunity (EEO) in recruitment, hiring, training, and promotion of people based on merit, qualifications, and competence. Except in cases where required or permitted by law, employment decisions and practices shall not be influenced or affected by virtue of an applicant's race, color, sex, national origin, marital status, age, religion, disability, or any other characteristic protected by law.

ACKNOWLEDGEMENT:

I have reviewed this job description with my supervisor and fully understand all my job duties and responsibilities. I understand that reasonable accommodations may be available to enable qualified individuals with disabilities to perform the essential functions of the position. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of my location or department, and if so, I will be required to perform such additional duties and responsibilities. If I have any questions about job duties not specified in this description that I am asked to perform, I should discuss them with my supervisor or HR.

Employee

Date

Supervisor

Date