



Habitat for Humanity Buffalo is in search of a full-time Accounting Manager to join our dynamic team. This individual will carry out key aspects of the day-to-day accounting functions, including grant compliance, contracts, and insurance for the organization. The position is responsible for directing all aspects of the fiscal functions of Habitat Buffalo in accordance with generally accepted accounting principles and practices. The position will report to the Executive Director.

Candidate must have the ability to adapt to a fast-paced environment and effectively communicate in a professional manner with vendors, staff, board members, donors, partner families, and all other Habitat Buffalo stakeholders.

The ideal candidate is someone who has:

- A Bachelor's degree in Accounting, Business, or a related field
- At least 5 years of experience in accounting or business related field
- Proficiency with Microsoft Office and accounting software; both QuickBooks online and Salesforce experience preferred
- Experience working with volunteers
- Strong interpersonal and communication skills
- Excellent organizational skills

This full-time position comes with competitive salary, and benefits package with 401k.

To apply, please email your resume and cover letter to execdirector@habitatbuffalo.org.

Habitat for Humanity Buffalo, Inc. is an affirmative action/equal opportunity employer and is committed to respecting diversity and individual differences.