



Building  
strength, stability,  
and self-reliance  
through shelter.

## Accounting Manager

Habitat for Humanity Buffalo, a growing affiliate of Habitat International, seeks a finance focused **Accounting Manager**. The successful candidate pays attention to detail and strives for accuracy as they carry out the day to day accounting functions, federal grant reporting, and monthly financial statements. This position serves several different departments each with a unique set of goals, functions, and personalities requiring a high degree of emotional intelligence. This person is patient and comfortable teaching less experienced staff proper financial controls and accounting processes within their own departments. The person who will be most successful in this role is able to move quickly between tasks and is flexible when asked to switch gears mid-stream.

The position is responsible for directing all aspects of the fiscal functions of the organization in accordance with generally accepted accounting principles (GAAP). They will report to the Executive Director and have frequent interaction with the Finance Committee and present at monthly Board of Director's meetings.

Candidates interested in applying must demonstrate 5 years of management level work history in business, accounting, or finance and a proficiency with Microsoft Office and accounting software (Quickbooks preferred). Experience in construction job costing and/or non-profit accounting is also a plus.

This is a full-time position with some work from home opportunities, competitive salary, and benefits package.

Please email your cover letter and resume with your salary history to Teresa Bianchi, Executive Director, at [ExecDirector@habitatbuffalo.org](mailto:ExecDirector@habitatbuffalo.org).