



JOB TITLE: CONTROLLER

REPORTS TO: CHIEF FINANCIAL OFFICER

SUMMARY

Habitat for Humanity of Greater Los Angeles (HFHGLA), where we Build Hope, Lives and Communities, is seeking a qualified professional for our Controller position. We're seeking someone who is able to adapt quickly and easily to constant changes, fast paced environments, and high-pressure situations as they will be responsible for maintaining the financial activity for our Retail Store, Construction Projects, and Mortgage Portfolio.

Essential Functions

- Manage general accounting, cost accounting, AP, AR, payroll, purchasing, budgeting, inventory and mortgage portfolio.
- Responsible for financial reporting and controls.
- Responsible for the application of generally accepted accounting principles and adherence to non profit and government accounting guidelines.
- Develop, design, and implement accounting systems and procedures.
- Coordinate financial audits.
- Supervise support staff.

SUMMARY OF JOB QUALIFICATIONS

- BA/BS in Accounting or related field.
- 5 years of experience in accounting, budgeting, forecasting, financial planning and analysis of governmental or business operations, and managing projects.
- 5 years of management experience with proven leadership qualities to motivate and manage staff.
- Excellent written and oral communication skills. Ability to plan, initiate and execute programs.
- Knowledge of construction and non profit accounting desirable. Experience with Timberline accounting software is highly preferred.
- Excellent computer skills to include MS Office, construction management, presentation software, and Internet usage

This is a full time exempt position. Work schedule is Monday through Friday from 9:00a.m. to 6:00p.m., with some evening and weekend meetings. This position requires some local travel in the normal course of performing job duties with mileage reimbursement. Must have reliable transportation to perform job duties, valid driver's license and meet the state required amount of personal automobile liability insurance.

BENEFITS AND COMPENSATION: We offer a full benefits package: medical, dental, and vision coverage; short and long term disability insurance; life and AD&D insurance; vacation and sick leave; holidays; flexible spending accounts; and 401(K) retirement plan. Salary is \$75K+/Annually, DOE.

TO APPLY

If you want to join our team, please send a cover letter, resume and salary requirements to:

EMAIL: HR@habitatla.org FAX: (310) 323-0789 - Attn: HR

MAIL: 17700 S. Figueroa Street, Gardena, CA 90248 – Attn: HR

We are an Equal Opportunity Employer.

Visit us at: www.habitatla.org