

FINANCE AND HUMAN RESOURCES MANAGER

Kalamazoo Valley Habitat for Humanity seeks an experienced, detail-oriented **accounting and human resources manager**. Primary responsibilities include: cash management, preparation of monthly statements, account reconciliation, AR/AP, payroll/benefits, audit preparation, year-end reporting, grant compliance & reporting, human resource management. Accounting degree and/or equivalent work experience required. Non-profit experience preferred. Advanced PC skills using a variety of software including QuickBooks Pro and Microsoft Office required. Strong organization, communication, problem-solving skills, and ability to work independently needed. Part-time, flexible schedule. E-mail cover letter & resume to mailbox@habitatkalamazoo.org. No phone calls. EOE