



**HOME REPAIR SERVICES**  
RESOURCES FOR HOMEOWNERS

**CAREER  
OPPORTUNITY**

**Accountant**

Posting Date:  
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## HOME REPAIR SERVICES OF KENT COUNTY

Since its founding in June of 1979, Home Repair Services (HRS) has grown significantly in both the scope and scale of its programs that strengthen homeowners of all backgrounds. As the only post-purchase housing agency of its kind, it remains an honor and privilege to be *there* for Kent County residents — to be the civic response for those seeking a “hand-up” in the universal quest to participate in the American dream of owning a home.

The HRS **Repair Program** continues its focus on partnering with vulnerable homeowners for health and safety repairs. Having moved beyond its original Grand Rapids geography to now include all of Kent County, the program is executed through a dedicated and skilled internal staff plus an amazing array of sub-contractors who provide efficiencies without sacrificing mission. Last year, HRS completed over 1784 repair jobs for area homeowners with an average tenure in their home of 24 years.

While making homes safer has and always will be part of the HRS mission, support for a new demographic of homeowner — those seeking to tackle their own projects — is also a key strategic focus. Recognizing that these *do-it-yourselfers* would benefit most if they were given the tools of knowledge and training, a suite of offerings has been developed under the umbrella called **Self-Help Programs**. Currently, these programs that empower include “hands-on” skill workshops, home inspections, financial coaching, foreclosure counseling, and a kitchen remodeling program. The Self-Help Programs are free and open to all in our community who seek to better their homes by first, bettering themselves.

Home Repair Services delivers its mission through 22 dedicated and caring staff, a base of over 50 regular volunteers and through financial support from over 600 donors, businesses, foundations, and municipal funders. Our “home” is a fully transformed 1950’s era car dealership just south of downtown Grand Rapids on Division Avenue near Hall Street.

**Mission Statement:** Home Repair Services strengthens vulnerable Kent County homeowners because strong homeowners build strong communities.

**Vision Statement:** Confident homeowners enjoying vibrant communities.

### **Core Values:**

#### **Compassion**

We respond effectively to human need and affirm the dignity of the people we serve.

#### **Stewardship**

We demonstrate integrity as we use the money, time, talent, and natural resources entrusted to us.

#### **Inclusiveness**

We reflect our community’s diversity in our staff and board and promote mutual respect and understanding throughout our community.

#### **Professionalism**

We adhere to high standards of quality and accountability in all service categories and maintain knowledge and experience in the building trades.

#### **Collaboration**

We seek mutually beneficial partnerships with those who share our interest in building strong communities.

**Title:** Accountant

**Reports to:** Director of Finance & Accounting

**Hours:** Full-Time Hourly (40 hours per week)

**Location:** Offices of Home Repair Services (1100 S. Division)

**Wage:** \$57,000 - \$70,000

**Benefits:**

- Health insurance
- Dental insurance
- Health Savings Account with generous employer contribution
- 403b/Roth Retirement Plan with generous employer match
- Robust paid time off policy including 9.5 paid holidays
- Tuition Reimbursement
- Optional Life Insurance
- Optional Vision Insurance
- Employee Assistance Program

**Work Environment and Hours:** Home Repair Services provides a friendly, fun, family-like work environment. The work week is Monday – Friday 8:00 am to 5:00 pm with no regularly scheduled evening or weekend expectations.

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**POSITION SUMMARY**

A key member of the Finance Department, the Accountant provides high quality accounting support and expertise to the team and agency so that those responsible for program and agency oversight have the financial tools available to ensure data driven planning and decision making.

Responsibilities include account reconciliations, financial and production reporting, funder expenditure tracking, billings for reimbursement from contractual agencies/funding sources, timely external reports for funders, assist in month end and year-end close, bi-weekly payroll support, funder financial reviews, annual financial audit, and annual budgeting process.

This position also partners with the Finance Director and other staff in implementing and maintaining internal financial controls and procedures. Success is achieved through purposeful and respectful relationships, open communication, and being highly organized.

**QUALIFICATIONS**

- Bachelor's degree in Accounting, Finance, or Business preferred
- 3 – 5 years of accounting and financial analysis work experience
- Prior experience with nonprofit accounting preferred
- Mission focused with a heart for people
- Hardworking, enthusiastic, motivated, and self-directed

- Highly organized with strong attention to detail
- Proficient with Microsoft Office – the ability to work with databases, accounting software, payroll, and Excel spreadsheets
- Demonstrated ability to work as part of a team balancing independent production with collaborative outputs
- Valid Michigan driver's license with a good driving record and insurability
- Demonstrated compassion and heart for the mission and work of HRS
- A desire to pursue excellence and make a difference while having fun!

### **ESSENTIAL RESPONSIBILITIES**

- Help manage agency's biweekly payroll – record journal entries and monitor cash requirements
- Analysis – review account activity for accuracy and trend data
- Reconciliation – reconcile general ledger accounts to other data sources, internal or external
- Help execute month-end and year-end close-out routines
- Monthly billings for grant funders
- Create and distribute monthly rent invoices
- Facilitate payroll tax returns
- Conduct budget reporting along with periodic updates to Leadership

### **DUTIES**

- Record and reconcile cash receipts and deposit them in the bank
- Serve as backup to Accounts Payable Specialist
- Input labor, expenses, and reimbursements into GP Dynamics accounting software
- Assist in processing payroll and ACH payments for a staff of 30
- Remit garnishments and/or retirement plan contributions
- Record payroll entries in GP Dynamics
- Review fixed assets for any additions or disposals: calculate depreciation
- Reconcile donation revenue between donor database and General Ledger
- Record agency-wide expenses, cash transfers, disbursement, Accounts Receivable, Health & Health Savings Accounts benefits, and Withholdings – completing journal entries as needed
- Remit payments Michigan Sales tax and City of Grand Rapids withholdings
- Prepare payroll tax returns
- Periodic reconciliation of other asset and liability accounts
- Review and verify annual vendor summary before preparation of 1099's
- Review and verify annual payroll reconciliation before preparation of W-2's
- Additional month-end and year-end tasks as needed and assigned by the Finance Director

**ACCOUNTABILITIES**

- Meet established best practices
- Communicate effectively with Finance Director, Executive Director, Leadership, and Staff
- Be present at select agency events

**ATTRIBUTES:**

- Professional
- Have a sound character able to pass a background check
- Supportive of the agency's mission, vision, and values
- Collaborative team player
- Comfortable in working with people of diverse backgrounds
- Problem-solving skills
- Flexible
- Organizational skills
- Able to lift 20 pounds

Please send a resume and cover letter to Kassandra Renteria, Office & HR Coordinator, at [krenteria@homerepairservices.org](mailto:krenteria@homerepairservices.org). Home Repair Services is an equal-opportunity employer.