

# Accounts Payable Associate

We are a tenured affordable home builder in San Antonio who is looking for an independent, self-starter that wants to join a fun and experienced team.

Our office hours are Monday thru Friday, 8:00 AM – 5:00 PM, some overtime is required during peak accounting times. We work hard but celebrate families, so we offer unique benefits like being closed from Christmas Eve through New Year's Day as PAID holiday leave! We offer paid vacation, paid sick leave, a great retirement plan with a generous employer match, paid employee health insurance with generous cost-sharing for dependent health, and many other benefits to help our employees take care of their own families.

The ideal candidate would have working knowledge and experience in the following:

- Accounts Payable
- Inventory
- Procurement
- Job-Cost

The ideal candidate would possess the following skills and abilities:

- Excellent Time Management and Organizational skills
- Extremely Detail Oriented
- Proficient in Microsoft Office
- Excellent written and verbal communication skills
- Strong analytical and problem-solving skills
- Ability to work well with a wide range of people
- Maintain a high level of confidentiality

The ideal candidate must have:

- A minimum of three years of related experience
- A valid driver's license and maintain a good driving record

Physical and Other Requirements:

- Ability to lift, carry, push or pull medium weights up to 35 lbs.
- Ability to sit for prolonged period of time
- Ability to drive a motor vehicle for business errands during the work day

Interested candidates should submit a resume:

- By email with "Accounting" in the subject line to [Jobs@Habitatsa.org](mailto:Jobs@Habitatsa.org)
- By fax to Attn: Accounting (210) 223-5536
- By mail or delivery to Habitat's administrative office to Attn: Accounting, 311 Probandt, San Antonio, TX 78204

AN EQUAL OPPORTUNITY, SMOKE and DRUG-FREE WORKPLACE EMPLOYER