



Habitat for Humanity® of San Antonio & Guadalupe Valley

Accounts Receivable needed for Habitat for Humanity of San Antonio, a large non-profit, single family home builder and social service provider. We are seeking a proficient, results-oriented candidate with excellent skills for this position. If you are a fun, energetic, person with good coordinating and program implementation skills and are looking for a meaningful job, with good pay, GREAT benefits, and a stable employer, we could be the place for you!

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 a reasonable work schedule, 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 Receivable/Collections
- Accounts Payable
- Maintain Mortgage Database
- Work with/Maintain positive relations with homeowners and third-party providers
- Escrow Administration
- Account Reconciliations

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

EOE. Interested candidates should submit a cover letter, resume, and preferred salary range to: Attn: HSS

- By email with “Accounts Receivable” in the subject line to jobs@HabitatSA.org