



FINANCE DIRECTOR POSITION DESCRIPTION

Reports to: Executive Director

Summary: Responsible for Habitat for Humanity's goals and strategic plans relating to financial planning and management.

This position performs highly responsible administrative and finance work relating to financial planning, record keeping, reporting and management and assists in the management of strategic, annual operating and cash flow budgeting. This position is also responsible for all Human Resources responsibilities for the organization.

NECESSARY SKILLS

Must have excellent organizational and communication skills. Must create and maintain organized, orderly paper and computer filing systems for office. Must be proficient in Microsoft Word and Excel and highly skilled in QuickBooks. Must understand and practice the Generally Accepted Accounting Principles (GAAP) Standards. This position is fulltime at 40 hours per week. Benefits are provided as stated in the personnel policies.

SPECIFIC RESPONSIBILITIES

Administrative

- Maintain all permanent financial files.
- Monitor compliance with document retention policies.
- Monitor issues involving credit cards and donation transactions including compliance with policies and recording of donations.
- Monitor internal controls and develop additional controls where needed.
- Assist Executive Director and Finance Committee in reviewing and editing financial controls and policies.
- Manage accounts' signatories and approved users.
- Maintain QuickBooks accounting system including chart of accounts and class structure and daily back-up.
- Order financial accounting materials; checks, deposit slips, etc.

Financial Recording

- Make all bookkeeping entries including receipts, donations, construction expenses and general administrative expenses. Maintain record of ReStore deposits and expenses.
- Reconcile all bank accounts monthly and provide copies to Executive Director and Treasurer.
- Coordinate the payment of all invoices including taxes, insurance, program and operating expenses.
- Manage payroll and perform all duties related to running payroll including quarterly payroll reports, payroll tax payments and review and entry of time sheets and approved paid leave requests. Ensures quarterly payroll taxes are filed by accountant.
- Prepare transfers among accounts with approval from the Executive Director.
- Make account deposits.
- Manage petty cash for office.

Financial Reporting

- Maintain budgets for all programs, operations and ReStore.
- File reports to various governmental agencies.
- Monitor cash flow and investments.
- Prepare monthly cash spreadsheet.
- Coordinate preparation of W-2s and 1099s.
- Prepare information for financial audit and filing of IRS Form 990.
- Create and submit financial reports for funders, committee members and board of directors.

Budgeting

- Work with staff, committee chairs and board to prepare annual budget.
- Input annual budget with cash flow into Quickbooks.
- Advise Executive Director and Treasurer on potential budget line item overages or shortages.

Insurance

- Manage insurance policies, audits and payments. Reviews documents annually with the Executive Director.
- Coordinate homeowners' inquiries about the status of their accounts.
- Complete annual Workers' Compensation Audit.
- Maintain list of approved van drivers and submit to insurance company.

Human Resources

- Maintain personnel files.
- Provide new employee orientation on policies, requirements and benefits.
- Administer criminal background checks, motor vehicle history screens and other clearances as applicable to each position.
- Assist the Executive Director in reviewing personnel policies.

- Work with Executive Director to prepare health insurance review and submit information accordingly.
- Record and monitor sick and annual leave for employees.

Homeowners Records

- Coordinate homeowners' inquiries about the status of their accounts.
- Record all monthly homeowner principal payments.
- Maintain financial files of permanent homeowners both present and past.
- Record and maintain homeowner insurance renewals and changes.
- Maintain homeowners' termite inspection records and forward to Security Federal for payment from escrow accounts.
- Prepare Truth in Lending statements and contribute to closing documents.
- Process HOA dues and invoice Security Federal.
- Assist in processing paid off mortgages.

POSITION REQUIREMENTS

- Support and endorse the Habitat for Humanity mission.
- Bachelor's degree in finance, accounting or business administration and at least four years relevant experience, or equivalent combination of education and experience.
- Excellent written, verbal and interpersonal communication skills.
- Proficient with Microsoft Office, Quickbooks and online reporting.
- Knowledge of technology with the ability to leverage it to improve operations and communication.
- Knowledge of and experience with insurance administration.
- Knowledge of and experience with human resources.
- Ability to work with a wide spectrum of people in a collaborative way.
- Integrity, organization, attention to detail, ability to maintain confidentiality.
- Self-starter with ability to work both independently and with staff and volunteers.
- Must pass criminal background check.
- Valid driver's license and ability to travel as needed. Access to a car is required to fill some of the duties of this position.
- Willingness to maintain the flexible work schedule necessary to fulfill the responsibilities of this position.