

## **Director of Finance & Administration**

**Summary:** The Director of Finance & Administration is responsible for stewardship of financial resources, human resources, mortgage servicing and overall administration of the organization's office.

**Organization:** Reports to the Chief Executive Officer  
Supervises Affiliate Administrator

### **Finance:**

1. Prepare timely, accurate and comprehensive monthly and annual financial statements, activity reports, cash flow forecasts, annual budgets and other reports to continuously monitor the organization's financial performance
2. Coordinate the annual budget and forecast process for each functional group, prepare the consolidated budget / forecast for the entire organization
3. Prepare for and facilitate the annual audit of the financial statements, coordinate with external auditors
4. Administer special projects related to financial sustainability (i.e. mortgage sales and forward loan commitments)
5. Serve as primary contact with attorney for foreclosures
6. Serve as a staff liaison to the Finance Committee
7. Perform monthly account reconciliations
8. Manage Lines of Credit

### **Administration:**

1. Manage Payroll through ADP
2. Ensure timely reporting as required in grant award documentation
3. Administer draw requests for any funding source which operates through a "draw down" or reimbursement process
4. Manage insurance for auto, general liability and workers compensation
5. Service Habitat held mortgages, including collections, delinquencies and escrow management
6. Manage relationship with mortgage servicer for outsourced servicing
7. Manage human resources activities, including new employee orientations and health insurance administration.

### **Supervises:**

Affiliate Administrator, whose core responsibilities include:

- Managing the daily operations of all accounting functions, general ledger, accounts payable, bank deposits and payroll for both the affiliate and the ReStore
- Generating financial reports for managers and necessary documentation for external reporting
- Purchasing supplies for general office operations, as well as technology purchases

- Administration of credit card and fuel card programs
- Oversight of Affiliate vehicles
- Internal IT duties as needed
- Schedule, train and supervise office volunteers to provide support in areas such as office reception, mailings, organizing office and updating procedures for effectively running the office.
- Ensure office procedures and manuals are up to date and used appropriately.

**Time Commitment:**

Full-time, Monday through Friday, with an occasional evening and weekend event

**Qualifications:** Undergraduate degree in Accounting or Finance. Detailed oriented professional with experience doing complex transactions. Knowledge of GAAP. Thorough knowledge of double entry accounting. The candidate must have excellent communication skills, both written and verbal. Must have advanced PC skills and expert proficiency in Microsoft Office Suite and QuickBooks Pro accounting software. Nonprofit fund accounting and mortgage servicing experiences are preferred.

**Skills:**

- Project, time management, problem solving and strong financial analytical skills
- Ability to work well with people from all backgrounds with varying degrees of experience.
- Ability to handle multiple projects simultaneously.
- Ability to work with a minimum of supervision – self-motivated & confident.
- Desire to work as part of a team.
- Willingness to promote the principles and views of Habitat for Humanity