

## **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 offices.

**Organization:** Reports to the Chief Executive Officer

Supervises: Office Manager, Loan Servicing & Finance Specialist, Staff Accountant, PT Accounting Coordinator

### **Finance:**

- 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
- Manage budget throughout the year
- Administer special projects related to financial sustainability (i.e. mortgage sales, forward loan commitments, third party lending)
- Serve as a staff liaison to the Finance Committee
- Manage affiliate investments, lines of credit and banking relationships.
- Generate and monitor affiliate cash flow projections accounting for restricted and unrestricted funds
- Serve as Anti Money Laundering Officer for the affiliate
- Project and monitor Capital Project Budgets
- Create and manage annual affiliate budget by engaging each functional area of the affiliate

### **Administration**

- Manage the affiliate Quality Assurance Checklist and ensure all required policies are up to date.
- Complete quarterly and annual reporting to Habitat for Humanity International
- Develop and manage policies related to Finance and Administration of affiliate
- Administer decision process for Employee Benefits policies
- Administer decision process related to insurance policies for affiliate
- Provide compliance oversight to finance and administrative functions
- Support Office Manager on implementation of policies related to human resources, technology and office management
- Develop, implement, and maintain programs and procedures to support the budgeting for and implementation of ongoing payroll functions

## **Accounting**

- Prepare for and facilitate the annual audit of the financial statements, and coordinate with external auditors
- Oversee monthly account reconciliations
- Responsible for standard accounting policies and procedures for the Affiliate and the individual funds
- Maintain programs, policies, and procedures that ensure the consolidation and coordination of accounting systems
- Develop and maintain processes and procedures in the area of Accounts Payable, including administrative expenses and grants payable
- Review financial aspects of grants and gifts from donors
- Maintain current knowledge of GAAP and government regulations and changes that require accounting adjustments; ensure compliance with all applicable FASB and Internal Revenue Service regulations while working with various auditors
- Perform other tasks as assigned for the successful operation of SCHFH
- Set up and manage fund accounting process of restricted and unrestricted funds

## **Internal Support**

- Participate as a member of the Executive Team to develop, inform and implement SCHFH's strategic and organizational objectives
- Lead the Finance and Administration team in strategic, departmental, and organizational objectives
- Provide strategic oversight to our financial plans and engage in the Strategic Planning process

## **Qualifications**

- Bachelor's degree in Accounting, Finance, or related field; CPA certification preferred
- Five or more years of relevant fund accounting experience, in a nonprofit or foundation environment; single auditing experience preferred
- Proficiency in Microsoft products, QuickBooks Pro, and integrated accounting systems.
- Ability and willingness to learn new software systems
- Knowledge of investment management and endowments
- Understanding of GAAP and FASB topics related to Fund Accounting of nonprofits

## **Attributes**

- Highly organized with excellent attention to detail and accuracy
- Proven ability to work efficiently under pressure
- Collaborative leader with demonstrated ability to motivate and inspire a team
- Ability to cultivate and maintain relationships with other professionals and community leaders
- Exceptional written and interpersonal communication skills
- Possess a high level of professionalism, integrity, and trustworthiness
- Commitment to diversity, equity and inclusion
- Willingness to promote the principles and views of Habitat for Humanity

**Work Environment**

- Evaluation at 90 days and annually thereafter
- Normal work week is Monday – Friday, 9-5, with occasional weekend and evening activities

**Additional Requirements:**

- Ability to pass criminal background and credit checks

**Equal Opportunity Employment:**

Sussex County Habitat for Humanity is an Equal-Opportunity Employer. SCHFH will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. SCHFH will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer, recruitment, or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

**How to Apply:**

- To apply, email your cover letter and resume to [apply@sussexcountyhabitat.org](mailto:apply@sussexcountyhabitat.org)
- Visit our website at [www.sussexcountyhabitat.org](http://www.sussexcountyhabitat.org) for additional career opportunities