

Finance Director

Summary:

The Finance Director for this nonprofit affordable housing organization provides strategic oversight of financial resources, human resources operations, mortgage servicing, and all fiscal functions. As a key member of the senior leadership team, the Finance Director leads the Finance team in maintaining strong financial systems and practices that support organizational sustainability and maximizes community impact.

Organizational Structure:

Reports to: Chief Executive Officer

Supervises: Senior Accountant, Staff Accountant, and Part-Time Accounting Coordinator

Finance Responsibilities:

- Prepare timely, accurate, and comprehensive monthly and annual financial statements, activity reports, cash flow forecasts, annual budgets, and performance reports.
- Lead special projects focused on financial sustainability (e.g., mortgage sales, forward loan commitments, third-party lending).
- Serve as staff liaison to the Finance Committee.
- Manage affiliate investments, lines of credit, banking relationships, and wire transfers.
- Develop and monitor cash flow projections, including restricted and unrestricted funds.
- Oversee capital project budgets and financial performance.
- Lead development of the annual organizational budget in collaboration with all departments.
- Manage auto insurance and general liability insurance policies.
- Develop, implement, and maintain finance-related policies and procedures.

Accounting Responsibilities:

- Prepare for and facilitate the annual audit, coordinating directly with external auditors.
- Oversee monthly account reconciliations.
- Maintain standard accounting policies and procedures for the affiliate and all associated funds.
- Ensure consolidation and coordination of accounting systems, programs, and workflows.
- Oversee Accounts Payable processes, including administrative expenses and grant disbursements.
- Review grant and donor-related financial reporting to ensure compliance.
- Maintain knowledge of GAAP, FASB guidelines, IRS regulations, and related nonprofit accounting standards.
- Establish and maintain fund accounting systems for restricted and unrestricted funds.
- Administer rebate funding resources, including Downtown Development District programs.
- Perform additional duties as needed to support the successful operation of the organization.

Mortgage Management:

- Ensure accurate recording and secure filing of all mortgage loan documentation.
- Oversee reporting of mortgage receivables and related financial activity.
- Ensure timely handling of collections, delinquencies, and foreclosure processes.
- Maintain an effective relationship with the organization's loan servicer.

Human Resources Responsibilities:

- Maintain complete and compliant personnel files for all employees.
- Manage employee benefit programs, including the Simple IRA plan.
- Oversee health insurance administration and claims processes.
- Track employee leave time and manage related documentation.
- Review and recommend updates to the Employee Handbook annually.
- Oversee Workers' Compensation processes, including incident reporting and annual audits.
- File General Liability claims related to volunteer injuries or property incidents.
- Manage new employee orientations and health insurance enrollments.
- Serve as backup for payroll processing as needed.

Internal Leadership & Support:

- Serve as a member of the Executive Team and contribute to strategic objectives.
- Lead the Finance team to achieve departmental and organizational goals.
- Provide leadership in long-term financial planning and participate in strategic initiatives.

Qualifications:

- Bachelor's degree in Accounting, Finance, or related field.
- Experience with nonprofit fund accounting; single audit experience preferred.
- Experience in human resources administration.
- Proficiency in Microsoft Office, QuickBooks Pro, and integrated accounting systems.
- Ability to learn new software platforms.
- Knowledge of investment management and endowments.
- Residential lending or mortgage experience preferred.
- Strong understanding of GAAP and FASB nonprofit fund accounting standards.

Attributes:

- Highly organized with strong attention to detail.
- Ability to manage multiple priorities under pressure.
- Collaborative leader with team development skills.
- Strong relationship-building abilities.
- Excellent written and verbal communication.
- High professionalism, integrity, and discretion.
- Commitment to diversity, equity, and inclusion.
- Alignment with Habitat for Humanity's mission and values.

Work Environment:

- Performance evaluations at 90 days and annually.
- Standard schedule: Monday–Friday, 9 a.m.–5 p.m., with occasional evening/weekend hours.

Additional Requirements:

- Ability to pass criminal background and credit checks.

Equal Opportunity Employment:

Sussex County Habitat for Humanity is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, or national origin.