

We believe that, everyone deserves a decent place to live. Habitat for Humanity partners with people in our community, and all over the world, to help build or improve a place to call home. Habitat offers individuals in the community the ability to achieve the strength, stability and independence they need to build a better life for themselves and for their families. **We respect** and appreciate the diversity of our employees, our partner families and homeowners and the communities we serve. **We are driven** to serve as a voice for people in need of decent housing by working to change laws and shape policies that affect access to housing. **We challenge** ourselves and our volunteers to build homes, communities, and hope. **We champion** our employee strengths, guide their development, and invest in their long-term success. **We hire** optimistic, results-oriented, curious, innovative, and adaptable people with the desire to help our families and one another succeed.

Habitat for Humanity of Summit County was organized as an affiliate of Habitat for Humanity International in 1986. We have been building homes for families in Summit County for over 30 years. To date we have built over 200 homes and housed more than 300 adults and 500 children.

Culture Statement: At Habitat for Humanity of Summit County, our hardworking team members always display the highest level of respect, integrity and dedication. Our competent, reliable and friendly staff ensure the success of our affiliate.

Finance Manager

Position Purpose:

The Finance Manager is responsible for the organization's financial records. The Finance Manager is required to update and preserve accounting records, including accounts payable and receivable, inventory, cash reconciliations, mortgage tracking and job cost tracking. S/he will manage all transactions, post debits and credits, create financial statements, and prepare reports for the President & CEO, board treasurer and board as needed.

What you need:

- Bachelor's degree in business administration, accounting, finance, or related area
- Six or more years of financial management experience, preferably in the Habitat and/or nonprofit sector
- Bondable, should the board of trustees request this license
- Ability to establish and maintain excellent working relationships with supervisor, direct reports, and other Habitat staff, volunteers, partner families, and homeowners
- Superior analytical skills and ability to think strategically
- Must be organized with an attention for detail
- Proficient with computers and software including but not limited to Microsoft Office and QuickBooks

Hiring Requirements:

- Valid In-State Driver's License, ability to successfully pass a drug screen and background check.

You demonstrate these behaviors:

- Strong Interpersonal and communication skills with other departments, sponsors, volunteers, and partner families
- Ability to effectively represent Habitat for Humanity to the public
- Commitment to the Habitat mission, values and ethics.
- Consistently and professionally interact with individuals from varied background
- Ability to create, adjust and maintain working calendars and schedules
- Possess strong problem solving skills, the ability to work in a fast paced environment, and the ability to multi-task

What will **YOU** Build?





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- Ability to travel occasionally
- Proficient with computers and software

What you'll get:

- Paid Time Off
- Simple IRA, with up to a 3% match
- Medical, Dental and Vision Insurance 100% coverage for employees and options to purchase for spouse or families
- Cell phone and mileage reimbursement
- Up to 15 paid holidays per year
- Potential yearly bonus based off quarterly performance objectives
- \$15,000 life insurance policy paid 100% by affiliate
- Flexible work schedule
- \$45,000 - \$80,000

What will **YOU** Build?

