

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 almost 40 years. To date we have built over 248 homes, repaired over 300 homes and housed more than 400 adults and 600 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.

Director of Finance

Position Purpose:

The Director of Finance is responsible for the organization's financial records. The Director of Finance is required to update and preserve accounting records, including accounts payable and receivable, inventory, cash flow and forecasting, cash reconciliations, mortgage tracking and job cost tracking. They will manage all transactions, post debits and credits, create financial statements, and prepare reports for the President & CEO, board treasurer and board as needed including assistance in preparing the annual budget. They will manage effective internal controls and ensure compliance with GAAP and applicable federal, state and local regulatory laws and rules for financial and tax reporting. In addition, the Director of Finance coordinates all audit work including prep and field work in partnership with external auditors. They will process payroll and upload to external system and comply with all processes necessary for payroll functions including managing garnish situations. Other personnel management includes benefits administration and all functions relative to Bureau of Workers Compensation and compliance. The Director of Finance will be required to comply with the yearly Qualified Loan Originator program with Habitat for Humanity in their capacity to manage and service mortgages including the closing and RESPA (Real Estate Settlement Procedures Act) phase as well as handle real estate taxes of homeowners and homeowner's insurance. With respect to Habitat's retail operation (ReStore) they will process all deposits and maintain the PCI compliance for credit card processing and bank account maintenance.

What you need:

- Bachelor's degree in business administration, accounting, finance, or related area
- 6 or more years of financial management experience, preferably in the 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
- Personal integrity, credibility, and commitment to equity and transparency within the organization
- Demonstrable and successful supervisory experience
- Must be organized with an attention for detail
- Proficient to Excellent with computers and software including but not limited to Microsoft Office and QuickBooks Online

What will YOU Build?



- Manage all organizational insurance coverage including Property, General Liability, Automobile, Builders Risk, Directors and Officers Policy, Cyber Liability, Volunteer, etc.
- Facilitate the annual Workers Compensation and Liability Insurance audits
- Experience with mortgage transaction processing and related payment collection processing and accounting is preferred but not an absolute requirement
- Ability to simultaneously see the big picture and have a penchant for details
- Ability to take initiative and manage multiple simultaneous obligations
- Ability and willingness to work as needed, including some weekends and evenings

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
- 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 12 paid holidays per year
- Potential yearly bonus based off performance objectives
- \$15,000 life insurance policy paid 100% by affiliate
- Flexible work schedule
- \$70,000 - \$76,000

What will YOU Build?

