

# Sisters Habitat for Humanity

## Finance Manager

### Job Description

<b>Reports to:</b>	Executive Director
<b>Status:</b>	Full time - 30 hours
<b>Starting Pay:</b>	\$26 -\$30 / hour DOE
<b>Consults with:</b>	Executive Director, Finance Committee, Other Habitat Staff

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#### **Position Summary:**

The primary responsibility of this position is Full Charge Bookkeeper, acting independently to record, analyze, report, monitor, and forecast all financial transactions and related budget considerations of Sisters Habitat for Humanity. Additional responsibilities include, but are not limited to: significant assistance with developing and monitoring the budget; processing payroll; compliance with government and quasi-government grant regulations; lead role in supporting the annual audit; mortgage origination; and mortgage processing.

#### **Qualifications:**

- Extensive Full Charge Bookkeeping experience demonstrating complete and independent responsibility for accounting tasks.
- High level proficiency with both QuickBooks and Excel
- BS or MA degree in finance, accounting or economics, or demonstration of sufficient relevant experience (2 or more years of bookkeeping or accounting experience. Professional qualification of CFA or CPA is a plus.)
- Ability to independently analyze everyday financial activities to provide advice and guidance to the Executive Director and designees, thereby enabling Sisters Habitat for Humanity (SHFH) to make sound business decisions. This ability is in addition to creating and interpreting Balance Sheets, Profit & Loss, Budget vs. Actual, and similar standardized reports
- Ability to ensure compliance by SHFH with appropriate accounting practices, as well as requirements of Federal and State grant programs
- Proficiency in creating budgets and budget projections
- Ability to engage directly with CPA's in preparing tax returns, and provide resource support for annual audits
- Excellent organizational skills
- Strong verbal and written communication skills
- Familiarity with mortgage processes and casualty insurance basics
- Ability to maintain confidential information regarding applicants, homeowners, vendors, and other parties interacting with the Finance Manager or SHFH
- Experience working with diverse groups
- Ability to adapt to cyclical and seasonality of tasks/projects
- Flexibility to participate in approximately two evening meetings per month
- Experience working with volunteers, community organizations or nonprofits preferred

## **Responsibilities:**

The following are examples of the Finance Manager's responsibilities:

### **I. Bookkeeping:**

- a. Using QuickBooks, prepare payments for approved invoices or other SHFH obligations using job cost processes; prepare bank deposits and post to appropriate classifications and entities
- b. Monitor account balances to ensure sufficient funds are maintained
- c. Coordinate bank and brokerage account reconciliations and resolve discrepancies
- d. Maintain Accounts Payable records in an organized searchable state
- e. Ensure annual purging of records complies with SHFH Records Retention Policy
- f. Execute General Journal entries to process in-kind donations
- g. Maintain daily backup of QuickBooks to shared drive and to offsite location

### **II. Payroll:**

- a. Process monthly payroll, reviewing submitted timecards for accuracy and compliance with Federal and BOLI guidelines
- b. Submit approved payroll data to online payroll processor
- c. Ensure leave credits are accurately credited and debited
- d. Track eligibility for retirement plan contributions, and process contributions for qualified employees quarterly

### **III. Reporting:**

- a. On a monthly basis prepare reports as directed for the Board of Directors, Thrift and ReStore Managers, and Finance Committee
- b. Prepare Job Cost, donation, grant, and other reports as directed
- c. Prepare House Cost Variance Reports upon the completion of each home
- d. Prepare fiscal reports as needed to substantiate Federal and State program compliance
- e. Present and discuss the Quarterly Financial Report to the Board of Directors

### **IV. Budget:**

- a. In conjunction with Executive Director, Store Managers and Construction Manager, prepare the annual budget for SHFH, as well as individual budgets for the Thrift Store and ReStore

### **V. Fiscal Safeguards**

- a. On an ongoing basis, ensure fiscal safeguards are appropriate, and aligned with both SHFH and Habitat for Humanity International policies
- b. Monitor compliance with safeguards

### **VI. Mortgage Origination:**

- a. Cross train with Family Services Manager to participate in Mortgage Origination processes

- b. Successfully complete courses required to be certified as a Qualified Loan Originator, and subsequently maintain QLO certification via continuing education
- c. Coordinate with Family Services Manager to ensure mortgage closings, home sales and documentation comply with Federal and Oregon regulations, as well as applicable Federal and Oregon grant requirements

**VII. Mortgage Processing:**

- a. Assure data congruence of mortgage records between QuickBooks and Keystone on a monthly basis
- b. Maintain accurate payment and balance records for each homeowner inclusive of payments to principal, impound for taxes and insurance, HOA and/or road dues, land lease fees, late payment charges and other items that may arise
- c. Prepare and distribute delinquency notifications to homeowners as appropriate
- d. Annually determine if adjustment is needed to mortgagors' Taxes & Insurance payments to ensure sufficient funds will be collected to meet anticipated obligations plus a 60 day reserve, and notify affected mortgagors of any adjustments

**VIII. Insurance:**

- a. Assist Operations Manager with annual review and renewal of General Liability and Casualty policies, and in ensuring Habitat for Humanity requirements are met
- b. Ensure homes are insured simultaneous with transfer of ownership from SHFH to homeowners and ensure that coverages are sufficient

**IX. Other:**

- a. Ensure authorized account signors are current and in conformance with SHFH policy
- b. Coordinate applicable financial software updates with Operations Manager
- c. Calendar and process recurring periodic tasks such as Tithe, standing donations, scheduled rent adjustments, etc.
- d. Respond to inquiries from homeowners, vendors, regulators, etc.
- e. Other relevant duties as may be assigned

*Sisters Habitat for Humanity policy is to provide equal opportunity to everyone. No one will be discriminated against because of their race, religion, color, sex, age, marital status, sexual orientation national origin, or mental or physical disability where these do not interfere with successful performance, or other protected classes under state and federal law. This policy applies to all terms, conditions and privileges, including benefits, compensation, promotion, training and development, transfer, and retirement.*