



Job Title:	Finance Manager	Work Hours	Regular Hours in person, Monday-Friday plus occasional evenings and weekends as required	
Reports To:	Executive Director	Position Type	Full-Time/Exempt	Exempt: Yes

Summary

The Finance Manager reports to the Executive Director and partners with Program Managers, Executive and Finance Committees of the board to oversee and manage the finances, assets and financial reporting of Habitat for Humanity of Findlay/Hancock County.

Essential Duties and Responsibilities

- Maintain written operating and financial policy and procedures for the entire organization. Develop policies and procedures where appropriate and ensure compliance.
- Maintain accrual basis financial records in QuickBooks, with reconciling accounts and posting adjustments as needed, including all financials for the ReStore.
- In conjunction with all Program Managers, ensure the physical assets of the Affiliate are maintained and tracked within the Capital Expenditures budget with a 5 year forecast and maintenance log.
- Assure the affiliate remains in good standing with all state, federal, and HFHI requirements and timely annual 990 Tax Submission.
- Audit and track the construction inventory control process provided by program managers.
- In coordination with the Executive Director and Finance Committee, assist with development of the agency's annual budget. Report monthly progress and YTD, revise as necessary.
- Reconcile all monthly bank accounts, collect receipts and reconcile monthly credit card statements.
- Responsible for accounts payable and receivables.
- Prepare monthly financial statements for the board includes cash flow analysis, financial statements and mortgage receivable report.
- Attend all meetings of the Board of Directors and Finance Committee, and when appropriate the Executive Committee.
- Ensure compliance of mortgage escrow accounts, and taxes and insurance are paid promptly.
- Complete annual mortgage escrow analysis by March 1 and communicate with all homeowners.
- Manage all facility contracts (equipment, safety, technology, and phones) to maintain all assets.
- Assist with the income and expense tracking management of grants including government and private sector funds and ensure that all reports are filed in a timely manner.
- Coordinates required Review (Audit) activities with external auditors, and prepares the organization's necessary documents for inclusion and consideration.

- Complete weekly accounting of all donations, donor acknowledgements, and recording of contributions.
- Provide monthly and annual financial reports for the Executive Director, Program Leads, and Board of Directors, by program, actual vs budget, rolling cash flow forecast, and expenses.
- Seek cost saving measures for the Affiliate and collaborate effectively with program Leads on the execution of these measures.
- All other duties as assigned by the Executive Director.

Education and/or Experience

- A bachelor's degree/credentials in appropriate field or equivalent experience preferred. CPA designation and experience with non-profit organizations preferred.
- At least three years of experience in the accounting and financial management field.
- Excellent interpersonal communications and problem solving skills. Ability to communicate in both written and verbal form.
- Ability to foster trust, credibility and cohesive teamwork among persons with diverse talents, backgrounds and perspectives.
- Experience with a variety of accounting and financial management software programs, including QuickBooks required.
- Ability to work independently and to make on-the-spot decisions.
- Proficient in Microsoft Office, ability to learn and execute various software databases and systems.
- Must pass background and financial screening prior to offer of employment.
- Willingness to attend training and conferences as appropriate.
- Must have commitment to the Habitat mission and uphold its values and ethics.

Licenses and Certifications

- Valid driver's license

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations must be made to enable individuals with disabilities to perform the essential functions. Work will require light lifting up to 50 lbs, carrying weight up to 20 feet. Requires walking and standing to a significant degree.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is primarily performed indoors (70%) and outdoors (30%) and is not protected from external weather conditions. Some exposure to noise, dust, grease, smoke, fumes, noxious odors, gases and all types of weather and temperature conditions.

Reviewed/ Approved By:	EXEC/ED	Date:	7/29/2022
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