



Habitat for Humanity[®]

of Wake County

Serving Wake and Johnston Counties

DIRECTOR OF FINANCE

DEPARTMENT: Finance

LOCATION: 2420 North Raleigh Boulevard, Raleigh, 27604

SUPERVISOR: President/CEO

SUMMARY:

Reporting to the President/CEO, the Director of Finance is responsible for the overall financial management of the organization and will have primary day-to-day responsibility for financial strategy, planning, and analysis; budgeting and forecasting; accounting; general ledger; financial relations and policy development.

This is a Full Time Exempt position requiring flexibility to work evening and weekend hours as needed for meetings and special events. The Director of Finance will likely spend on average at least five days per week, Monday – Friday (40-hour workweek with 8 hours days).

ESSENTIAL FUNCTIONS:

REPORTING

- Ensure that reasonable internal controls are in place to safeguard corporate assets and confidential data; including financial data
- Provide required monthly, quarterly and annual financial reports and remittances to financial institutions
- Produce combined monthly financial statements and budget to actual variance report to the Finance Committee and Executive Committee
- Coordinate with the Board Treasurer and report financial activities and needs to the Finance Committee
- Create monthly and quarterly cash flow reports for Executive Committee

ACCOUNTING

- Maintain positive relationships with all staff
- Provide monthly current and forecasted organization's financial position to the President/CEO and Finance Committee
- Create internal financial controls, best practices and retail analysis for VP, ReStore
- Prepare monthly house construction cost analysis for President/CEO and VP, Construction
- Provide monthly financial recap for Finance Committee and Board Treasurer
- Provide quarterly dashboard to Board Treasurer and Finance Committee
- Collaborate with Family Services, Resource Development, Volunteer and Construction leadership regarding implementation of best practices; staying within established budgets and guidelines and streamlining processes
- Lead the annual budget process and work with President/CEO to control costs and stay in budget
- Direct the annual financial audit and 990 Informational Tax Return preparation
- Ascertain if organization financial policies require creation, implementation or updating

Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities and hope.

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- Review monthly journal entries with President/CEO
- Prepare or review monthly account reconciliations prepared by Controller with President/CEO
- Prepare or approve monthly cash transfers between various operating and savings accounts
- Manage annual workers compensation audit by preparing necessary vendor documentation and working with external auditor
- Prepare and administer annual 1099s
- Monitor the monthly & annual financials of the ReStore & create adjusting journal entries as needed
- Calculating and recording year end accruals for all 3 entities
- Thorough understanding of net present value concepts

FINANCE

- Review mortgage servicing and origination processes and reconciliation of mortgage servicing software to accounting software
- Maintain a positive relationship with 3rd party loan servicing department
- Record 3rd party loan repurchases or swaps
- Record foreclosed, modified or repurchased mortgages
- In cooperation with the Sr. Director of Homeownership & Neighborhood Programs, assure organization maintains current mortgage-related practices with federal regulations
- Maintain productive relationship with 3rd party mortgage-related financial institutions
- Reconcile monthly 3rd party mortgage and escrow transactions in Financial Edge with Homeownership Department
- Work with financial brokerage company regarding leveraging of mortgage portfolio
- Record sale of mortgages to 3rd party institutions
- Manage cash flow and maintain accurate forecasts of organization's cash position

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Intermediate to advance experience with MS Office Suite with focus on Excel
- Experience with Accounting Software
- Excellent organizational skills
- Ability to prioritize and work independently; self-starter and self-motivator
- Personal Development Oriented: Committed to ongoing professional development for self and for staff.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's degree in Business/Finance related field with Accounting Concentration
- Experience in thrift retail, homebuilding, mortgage servicing and lending
- Minimum 4 years of supervisory experience in a management position supervising staff of two or more
- Nonprofit accounting experience preferred; job costing experience helpful
- Intermediate to advanced experience with MS Office Suite with focus on Excel

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- Experience with data entry and databases required
- Experience with Blackbaud Financial Edge and Raisers Edge preferred
- Experience with working with volunteers strongly preferred
- Solid background in applying Generally Accepted Accounting Principles (GAAP) as they relate to not-for-profit entities
- Professional certification (e.g. CPA) is a plus.
- Strong communication (oral/written) and listening skills.
- Strong knowledge of technology with the ability to leverage it to improve operations and communication.

APPLICATION PROCESS:

- If interested, please email a cover letter and resume to: edmundoyanez@habitatwake.org

NOTE:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the position. All employees may have other duties assigned at any time.

We are an equal opportunity employer. Applications are considered for positions without regard to veteran status, uniformed service member status, race, color, religion, sex, sexual orientation, physical or mental disability, genetic information or any other category protected by applicable federal, state or local laws.

THIS COMPANY IS AN AT-WILL EMPLOYER AS ALLOWED BY APPLICABLE STATE LAW. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS APPLICATION, IF HIRED, THE COMPANY OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE.

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