



FINANCE & OFFICE MANAGER JOB DESCRIPTION

Job Title: Finance & Office Manager

Reports to: Executive Director

Job Status: Full-time regular employee / exempt / 40+ hours per week / Benefit eligible

Pay Range: \$44,000 - \$62,000

Overview: Under the supervision and direction of the Executive Director, the Finance & Office Manager will perform finance duties for all areas of Habitat for Humanity Lakeside operations. This employee will also assist with human resources, office management and special projects that support the Executive Director and leadership team. The Finance & Office Manager attends monthly Finance Committee meetings and interacts with a wide array of Habitat for Humanity Lakeside stakeholders and therefore should be comfortable with desk duties as well as frequent communication to the diverse populations that interact with our organization.

Financial Responsibilities:

- Responsible for general finance activities including:
 - Maintaining accounting policies and procedures, recommending policy and procedure updates to the Executive Director as needed
 - Annual budgeting process
 - Month end closing process, restricted fund accounting and monitoring the budget versus actual spend
 - Negotiating vendor contracts
 - Supporting Fundraising Team
 - Maintaining organization's bank accounts, credit card accounts and banking relationships, overseeing reconciliation of bank accounts on a monthly basis
- Responsible for financial reporting and communications activities including:
 - Monthly construction reports
 - Monthly reporting package for Finance Committee
 - Enters financial data to the Master Dashboard
 - Weekly and monthly sales reporting for the ReStore
 - Property, plant and equipment schedules for acquisitions, sales and retirement of assets
- Responsible for all accounts payable activities including:
 - Weekly receipt/invoice entry
 - Weekly check generation with the Executive Director
 - Maintenance of both electronic and paper vendor and finance files
- Responsible for all accounts receivable activities including:
 - Monthly mortgage payments and escrow payments
 - Monthly home repair loan payments, sending invoices and tracking/applying late fees as needed
- Cash and donation management activities including:
 - Daily and remote bank deposits
 - Recording and reconciling ReStore revenue
 - Recording and reconciling fundraising revenue
 - Recording gift-in-kind donations

Human Resource Responsibilities:

- Administration of payroll details including time off benefits
- Enrollments and terminations for benefit eligible employees
- New employee paperwork and filing
- Unemployment insurance paperwork

Office Management & Special Project Responsibilities:

- Managing affiliate insurance policies and license renewals
- Supply ordering
- Gift entry, reporting and acknowledgement
- Calendars for organizational-wide activities, events, trainings and time off
- Special projects and administrative tasks as assigned by the Executive Director and leadership team
- Other duties as assigned

Desired Skills, Education & Experience

- Associate or Bachelor's degree in Accounting is required
- 3+ years of accounting experience and a strong knowledge of U.S. GAAP is required
- Experience and knowledge of accounts payable, accounts receivable, general ledgers and payroll processing is required
- Attention to detail and excellent organization and written/verbal communication skills are required
- QuickBooks online experience is preferred
- Nonprofit accounting experience is preferred
- Advanced computer skills including advanced knowledge of Microsoft Excel is helpful
- Experience with benefits enrollments, human resource filing and insurance is helpful

Other Job Requirements

- Pass a criminal background check, credit check and pre-employment drug test
- Availability to work Monday-Friday between 8:30am-4:30pm
- Availability to attend occasional all-staff meetings and assist with other all-staff events (annual Gala, annual Volunteer Appreciation, and annual Rock the Block events) outside of normal office hours

Work Environment and Conditions

- Our Mission: Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities and hope. Applicants must be comfortable working for a Christian organization
- Operating within the construction, retail and human services industries, applicants must be sensitive to the large diversity of people who will interact with our organization
- At times there may be heavy phone and email volume with extended periods of time working in front of a computer while at other times there may be bending, lifting and climbing that would occur outside of the office on build sites, in our ReStore or for setting up or tearing down of events

Habitat for Humanity Lakeside is an equal opportunity employer. We seek to use and assign the best qualified staff for all of our positions in a way that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve and National Guard status, or any other status or characteristic protected by law.