Director of Finance

Position Description
Habitat for Humanity Montgomery and Delaware Counties is committed to bringing people together to build homes, communities, and hope. We accomplish this mission through our five program areas; the Home Building Program, Critical Home Repair, Neighborhood Revitalization, Almost Home (financial empowerment education program) and our ReStores (home improvement stores) in Horsham, PA and West Norriton, PA).

The Director of Finance is responsible for ensuring organizational effectiveness by providing leadership for all finance functions. The Director of Finance supervises the Accounting Manager. This position is also the primary interface for the audit firm and interacts with the Finance Committee, Board Treasurer and Board Executive Committee. The Director of Finance reports to the Chief Executive Officer.

Responsibilities and Job Specific Competencies:

• Has primary oversight of all of Habitat MDC department budgets. Responsible for the accuracy of financial reports and data. Prepares analysis of key financial indicators and is responsible for monthly/quarterly reconciliation, statements and updates of departmental spending forecasts. Provides clear information to leadership team managers regarding departmental spending. Prepares monthly financial statements for the Board of Directors including narrative on financial results.
• Manages all accounting functions, including revenue accounting, accounts payable and payroll and benefits. Oversees the completion of banking activity and cash flow forecast for the organization.
• Works collaboratively with all departments to determine appropriate accounting procedures for transactions. Proactively identifies new/changed transactions and works with other departments to ensure that affected departments understand how these transactions will be reflected in their monthly reports. Evaluates accounting practices to determine cost/benefit of work processes and identifies ways to streamline or automate processes.
• Analyzes CIP reports and statistics for use in developing new and improved policies, procedures and pricing for the Home Building and Repair programs.
• Working with the Restore Director and Finance Committee, provides analysis on earned income streams and programmatic areas, including analysis of profitability. Makes recommendations regarding pricing and cost/benefit of various activities.
• Works collaboratively with the Development Director and CEO to assess capacity opportunities to ensure maximization of partnership revenues.
• Provides analysis of revenues and inventory management for ReStore retail activity. Ensures that products are appropriately evaluated for UBIT purposes.
• Identifies areas for improved cost management and works with key budget managers to implement cost reduction opportunities.
• Implements inventory program for owned fixed assets, including technology assets and works with HR contractor and Personnel committee as well as other departments to ensure proper tracking of location/ownership of those assets.
• Responsible for accounting for homeowner mortgages, including working with loan servicing partner Affiliate Mortgage Services to ensure appropriate tracking of all collection assets in relevant system (currently PAFA and Keystone).
• Responsible for interface with outside auditors and preparation of all financial statements and footnotes. Assembles supporting documentation for audit requirements. Provides information for the completion of the Form 990, BCO-10 and other annual financial reports. Ensures accounting for activities is in accordance with GAAP and implements new accounting and reporting requirements, as necessary. Ensures the compliance with federal and state tax reporting requirements, insurance reports and that other governmental regulatory requirements are met.
• Works with CEO and Executive Committee, specifically the Treasurer, to update Long Range Financial Plan. Maintains Long-Range Plan model and updates model annually for changes in assumptions.
• Completes all investment transactions and prepares reconciliation of investment accounts on a monthly basis. Identifies issues to be addressed with investment advisor/manager.
- Recommends and implements fiscal policies and procedures consistent with Foundation requirements.
- Maintains an awareness of industry trends and advances in the marketplace and nationally.
- Manages all insurance claims and interfaces with providers.
- Performs other duties as requested.

**Managerial Competencies:**

- Demonstrates the ability to monitor, supervise and hold accountable all employees in the areas of attendance, completion of documentation and implementation of all company policies, procedures, and protocols.
- Supervises and meets regularly with all direct reports to review operational metrics and provide ongoing guidance, documents constructive feedback regarding job specific functions, responsibilities, and competencies.
- Maintains written documentation of supervision for oversight and review by other parties as appropriate.
- Demonstrates ability to maintain a stable, productive team environment through effective communication, staff appreciation and other activities that yield a high level of employee engagement to support and preserve the employee’s interest in working for Habitat for Humanity MDC.

**Skills and Knowledge:**

- BS/BA in Accounting; MBA preferred.
- Experience in coordination of audit activities, budget development and financial analysis.
- Strong understanding of GAAP and Fund Accounting, particularly investment and endowment accounting requirements.
- Keen analytic, organization and problem-solving skills.
- Strong interpersonal skills and effective written and verbal communication skills.
- Knowledge and experience with QuickBooks and payroll systems preferred.
- Experience in a non-profit environment preferred.

**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.

**Competitive Benefits Include:** Group health, dental and vision insurance, short term disability, life insurance, access to; as well as 20 days paid time annually. Salary: $75,000 – $95,000 based on experience

Please include a cover letter and an updated resume with your application. Please submit applications to development@habitatmontdelco.org with the position title as the subject. Habitat for Humanity of Montgomery and Delaware Counties is an Equal Opportunity Employer and we’re committed to diversity and equal opportunity in our recruitment and hiring. Qualified candidates of all backgrounds are welcome and encouraged to apply for this position.