Job Description

Director of Finance and Human Resources

Reports to: Chief Executive Officer

Job summary/Duties: Provides financial direction and oversight to the organization. Serves as a member of the management team that establishes and implements policies and plans to meet the short and long-term objectives of the organization. Participates in the Finance, Human Resources and ReStore committees. Under the direction of the CEO, serves to ensure effective implementation of the organization’s strategic plan and operational success of the Affiliate. Duties include but are not limited to:

Financial Administration

- Oversees and manages Affiliates financial operations, ensuring prudent fiscal management, reporting and controls
- Responsible for creating an annual and semi-annual budget and managing the fiscal budgeting, reporting, tithing and investment of funds as appropriate
- Administers the funds of the organization according to the approved budget and monitors the monthly cash flow of the organization
- Accounts Payable and Receivable management
- Creates and reviews monthly financial statements with the team, Finance Committee & the Board
- Prepares for and manages the year-end financial audit. Ensures Affiliate’s tax returns are filed in a timely manner
- Establish annual priorities and financial benchmarks and conduct regular reporting, measuring projections against actual performance
- Serve as internal consultant to the CEO and Board and other key stakeholders on all financial matters, making recommendations and suggesting pro-active strategies to keep HFHMB on track
- Work in conjunction with the Family Services team to ensure the proper execution of financial procedures for all home loans and mortgages

Construction Operations

- Works with the Construction Supervisor/Committee to establish project and site development budgets
- Ensures construction costs are recorded appropriately and monitors construction costs of each Habitat building project
ReStore

- Reviews annual budgets from store managers; implementing them into operational budget
- Works with store personnel to maintain smooth operation of the point-of-sale operation
- Oversees the collection, payment and reporting of state sales tax

Human Resources

- Coordinates with third-party HR provider or manage:
  - Payroll services
  - Hiring and termination of employees
  - Affiliate’s benefit administration including group health care
  - Workers Compensation insurance management and any arising claims

Qualifications

- Bachelor’s degree in Finance or Accounting strongly preferred
- At least ten years’ experience in managing financial operations
- Strong communication (oral/written) and listening skills
- High competency and experience level with all MS Office software, and any computer-based accounting software
  - Experience with Oracle NetSuite is a plus.
- Proactive problem solver, with a willingness to try new ideas and demonstrate strategic vision
- Self-starter with ability to work both independently and with staff and volunteers
- Experience in project management, knowledge of home construction and mortgage servicing helpful
- Commitment to the mission of Habitat for Humanity
- Results Oriented:
  - Ensures adherence to established timelines and budgets
  - Seeks operational improvement with a commitment to ongoing professional development for self and for staff.

Please email completed employment application, resume and cover letter to hr@habitatmontereybay.org. (Click here to download employment application)

Habitat for Humanity is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, marital status, national origin, or disability.