

Habitat for Humanity of Lincoln builds strength, stability, self-reliance *and* shelter. We believe everyone deserves a decent place to live.

Habitat Lincoln is one of more than 1,300 local affiliates of Habitat for Humanity International. We are locally governed by a board of directors and have 14 staff members. Celebrating more than 30 years of building houses, communities and hope, we are poised for significant growth over the next five years. We have built, rehabbed or repaired more than 170 homes in Lancaster County, Nebraska. Our Habitat ReStore is five years old and is experiencing record sales in support of our mission. Our new strategic plan calls for more than 50% increase in housing production and families served.

To accommodate for this growth, our organization is hiring a Finance Director. This new position, under the direction of the Executive Director, is a member of the executive leadership team, and is responsible for the day-to-day management of Habitat Lincoln's accounting and financial management requirements.

SUMMARY

Oversees affiliate's financial management, analysis and fiscal reporting for departments generating revenue and expenses. Key areas of administrative responsibilities include mortgage performance tracking and administration; mortgagor escrow management; cash flow management; electronic financial system maintenance; bank account reconciliation and maintenance; fixed asset management; accounts receivable/payable management; serve as audit liaison; financial reporting to executive team and board of directors; insurance management; budget creation and monitoring; financial forecasting; grant support; and general accounting operations.

Time Commitment: This position is full-time, exempt. Hours are generally Monday through Friday, 8:00 a.m. to 5:00 p.m., but this position does require some evening and weekend work.

Direct Supervisor: This position reports to the Executive Director.

Direct Reports: None

ESSENTIAL DUTIES AND RESPONSIBILITIES

General Accounting:

- Responsible for all general ledger accounting processes
- Maintain chart of accounts and proper accounting records
- Record deposits
- Process all bills and expenses, prepare checks, assure prompt payment and discount use
- Prepare all month-end adjusting journal entries

- Reconcile mortgage account balances with servicing report; assist with delinquency reporting and notifications
- Reconcile donations with donor-tracking report; assist with acknowledging donors
- Enter and acknowledge in-kind donations
- Work with vendors to keep accurate records, including 1099, certificate of liability insurance and workman's compensation coverage
- Accurate record keeping of construction in progress account, including job costing, budgeting, and reconciliation
- Manage and authorize expenditures according to annual budget
- Prepare monthly asset and liability account reconciliations
- Monitor compliance with document retention policies
- Monitor/handle all issues involving credit cards including compliance with industry standards and merchant services
- Monitor internal controls and develop additional controls where needed
- Liaison with finance committee to review finances and ensure adherence to policies and procedures

HR/Payroll:

- Responsible for working with payroll service to process payroll
- Manage relationship with payroll service—ensure proper reporting and tax deposits
- Supply payroll service with pay period information
- Maintain employee payroll records—updates, new employees, IRA funds
- Serve as main human resource contact for the organization
- Ensure compliance with all payroll changes and regulations
- Responsible for accuracy of employee deductions for garnishment requirements, health insurance, IRA contributions, and other benefits

Grants:

- Reconcile, report and prepare draw requests for grants
- Monitor contracts and compliance, including tracking jobs/grant deliverables
- Prioritize and coordinate with Executive Director and Development Director, areas needing funding for grant acquisition
- Provide reports as needed to various funders

Mortgage Portfolio:

- Oversee mortgage portfolio management, including origination and servicing
- Prepare annual privacy notice and subordinate note balances for borrowers
- Manage homeowner escrow accounts, including balance reconciliation, homeowner insurance premiums and property tax payments; annual RESPA analysis
- Accept, enter, and process mortgage payments from mortgagors
- Review mortgage payments and reconcile against mortgage servicing report
- Home sale entries, including cost of homes sold, transfer to homeowners, etc.

Financial Reporting:

- Responsible for monthly, annual and special reporting
- Generate monthly financial statements
- Prepare information for annual audit

- Assist with annual budget preparation
- Prepare reports for directors as needed, such as cost of builds, budget performance reports, cash flow, functional expense analysis, etc.
- Assist treasurer with preparation of board information
- Various record keeping activities/monitoring of various business accounts (i.e. property tax management, insurance, vendor accounts, etc.)

Cash/Asset Management:

- Responsible for monitoring cash needs, and maintaining external contacts with financial institutions
- Reconcile and monitor daily cash receipts from ReStore and petty cash accounts
- Pursue collections of NSF checks
- Monitor homeowner escrow balances to ensure compliance with banking laws and calculate mortgage changes as needed
- Maintain employee credit card access, limits, reporting and documentation
- Manage multiple checking and savings account, assuring proper balances

This position will also be responsible for some general office management duties, assisting with fundraising activities as needed, and support the implementation of strategic goals and objectives.

QUALIFICATIONS

- College degree in finance or accounting required
- Strong financial knowledge including budgeting, credit, banking and GAAP
- Understanding of mortgage financing a plus
- Ability to multitask and prioritize
- Experience in nonprofit accounting preferred
- Ability to maintain a professional level of confidentiality
- Enthusiasm, team-focused and strong customer service orientation
- Self-motivated; able to work independently with minimal supervision
- Possess tact, diplomacy and flexibility
- Experience working with individuals living in poverty
- Computer skills required: Microsoft suite, Quickbooks, and other systems including construction management and mortgage loan servicing software
- Must be able to pass a background, motor vehicle and credit check

SALARY AND BENEFITS

Salary: \$55,000 annually

Benefits: Health insurance coverage (Habitat pays 75% of employee premiums; coverage is available for dependents at full cost to employee); dental and vision (paid by employee); group life/accidental death, short- and long-term disability (paid by Habitat). Simple IRA plan with 3% match; vacation and sick time; paid parental and mission leave; paid holidays; ReStore discount.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

The physical requirements and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires manual dexterity sufficient to operate phones, computers and other office equipment. The position requires the physical ability to kneel, bend and perform light lifting. This person must have the ability to write and speak clearly using the English language to convey information and be able to hear at normal speaking levels both in person and over the telephone. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus. Generally, the working conditions are good with little or no exposure to extremes in health, safety hazards and/or hazardous materials. Though work is normally performed in an office setting, this person must have the ability to travel as required to work with staff and clients, meet with consultants, and to participate in conferences and training opportunities.

HOW TO APPLY

To apply, please email a cover letter, resume, and list of three professional references with contact information to jhanshaw@lincolnhabitat.org. Please use "Finance Director" in your subject line.

Application review will begin immediately, and the position will remain open until filled. Anticipated start date is November 1, 2019.

DISCLAIMER

The duties listed above are intended only as illustrations of various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Habitat for Humanity of Lincoln provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, status as a Vietnam-era or disabled veteran or any other characteristic protected by law. Habitat for Humanity complies with all applicable federal, state, and local laws, regulations and ordinances prohibiting employment discrimination.

Habitat for Humanity of Lincoln

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