

**Habitat for Humanity of Greater Baton Rouge, Inc.**  
**Job Description**

**Job Title:** Director of Finance  
**Department:** Finance  
**Reports To:** Executive Director  
**FLSA Status:** Exempt, Full Time  
**Benefits:** Paid Holidays, Vacation and Sick Days, Health Insurance, Supplemental Insurance Plans, Mileage Reimbursement, Workers' Comp Insurance

**Summary:** The Director of Finance is responsible for the oversight and performance of all financial and accounting functions including establishing and assuring internal controls; supervising the maintenance and safekeeping of accounting systems and data; preparing budgets, financial statements and tax & audit activities of the organization, including those of the Habitat ReStore of Baton Rouge, LLC; cost accounting; mortgage valuation and reconciliation. Ensures timely financial and statistical reports for management use. This is the top finance and accounting position for the organization.

**The Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Develop annual organization, department and project budgets with Finance Committee, Board President, Executive Director, department directors and managers.
- Establish fund accounts consistent with the approved budget.
- Assure appropriate Internal Controls are developed and maintained.
- Oversee income accounts (recording of contribution income and other revenue; e.g., Restore, mortgages); cash and investment accounts, accounts payable, cash disbursements, and payroll.
- Work with the payroll service company to insure proper completion of payrolls and payroll tax deposits and returns.
- Stay current with IRS, GAAP and FASB.
- Work with the Executive Director and Director of Construction to assure that documentation for costs are properly procured, maintained and safeguarded.
- Perform account reconciliations.
- Prepare monthly financial statements noting reasons for variances.
- Conduct cost accounting for house builds and events.
- Preparation of monthly financial and statistical reports for members of the Board and Executive Director.
- Oversee mortgage servicing and preparation of monthly mortgage documents.
- Monitor insurance coverage.
- Support the annual audit performed by independent external auditors.
- Assure that the organization remains in compliance with all federal, state, and local financial and employment regulations.
- Protect organization's value and individuals' privacy by maintaining confidentiality.
- Other duties as required by business needs and requested by the Executive Director and the Finance Committee.

## **Minimum Requirements:**

- **Education/Experience:**
  - Licensed CPA or B.S. in Accounting and equivalent / related work experience
  - Four years experience in accounting, non-profit experience preferable
  - Proven knowledge of Generally Accepted Accounting Principles (GAAP)
  - Construction and/or mortgage experience helpful
  
- **Organizational Skills:**
  - Strong planning and organizational skills including the ability to anticipate tasks, set priorities and meet deadlines
  - Team builder with positive management skills
  - Attention to detail, thoroughness, organized
  - High personal integrity
  - Independent self-starter, mission driven
  
- **Communication Skills:**
  - Able to vary verbal and written communications to meet the needs of the audience / end user (example: donors [foundations, corporations, and individuals], Executive Director, Board of Directors, senior managers, staff, bankers, Habitat homeowners, and Habitat for Humanity International)
  
- **Computer Literacy:**
  - Knowledge of Microsoft Office software required
  - Use of Habitat's mortgage database software to record and obtain information
  - Knowledge of Accounting software required

**Physical Demands:** The physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequently required to stand; walk; sit; reach with arms; may have to lift and/or move up to 30 lbs.
- Normal office conditions

## **Work Schedule:**

- Required to work 40 hours per week
- Must be flexible to work extended hours