



JOB DESCRIPTION Finance Manager

Habitat Choptank is seeking a seasoned accounting professional for a part-time opportunity (20 hrs/wk). The Finance Manager is responsible for the reporting on and management of the affiliate's financial records, systems and operations.

RESPONSIBILITIES INCLUDE:

General Finance and Accounting Tasks

Perform the daily operations of all accounting functions, general ledger, accounts payable, bank deposits and payroll and also including:

- Maintain process for collecting and filing invoices and expense receipts
- Maintain insurance records including audited review of coverage
- Assist Executive Director with annual budget as needed
- Adhere to the Finance Policy Manual, financial procedures and Investment Policies; maintain historical copies; ensure appropriate financial controls exist, ensure compliance with laws, regulations and contracts
- Assist with house closings including provide RESPA escrow calculations and set up new accounts online with Multi-Financial Services
- Perform financial analysis of special programs (e.g. home costs, mortgage sales, Flex CAP, etc.)

QuickBooks

- Review revenue and expenses with Executive Director to ensure all items are properly coded/ categorized within QuickBooks for reporting purposes.
- Track expenses and income against budget goals in order to monitor cash flow.
- Maintain accurate, monthly gift in kind records in Quick Books verifying entries with Development Officer and include in monthly financial statements
- Prepare timely, accurate and comprehensive monthly and annual financial statements, activity reports, budget to actual comparisons and other reports to continuously monitor the affiliate's financial performance
- Perform QuickBooks accounting for the ReStore

Annual Audit

- Prepare for and facilitate the annual audit; coordinate with external auditors
- Be on site and available to work with auditors during annual audit

Finance Committee

- Work with Treasurer in preparation of monthly financials for presentation to Finance Committee and Board
- Attend monthly finance committee meetings
- Annually develop proposals for Finance Committee consideration for coming year's insurance contracts - health, workers comp, etc.

Human Resources

Manage basic HR functions including:

- Process new hire paperwork and staff documents necessary for employment and compensation
- Complete payroll; prepare and reconcile quarterly payroll reports
- Track paid time off for staff members
- Provide tax documents necessary for employee tax filings
- Negotiate health benefits and present annual recommendation

As an Equal Opportunity Employer, Habitat encourages candidates of all backgrounds to apply for this position.

The Finance Manager will be a member of Habitat Choptank's senior leadership team. S/he reports to the Executive Director. Occasional attendance at evening and weekend events will be expected (e.g. Annual Meeting in September; Raise the Roof in March).

Position Requirements

- ▶ Undergraduate degree in accounting or finance preferred; professional certifications and employment history considered in lieu
- ▶ Demonstrated understanding of Generally Accepted Accounting Principles; background in construction and/or nonprofit fund accounting desired
- ▶ Proficiency with QuickBooks and Microsoft Office Suite
- ▶ Proven ability to work with people from all backgrounds (staff and volunteers) with varying degrees of experience and knowledge of accounting
- ▶ Excellent organizational skills and the ability to independently perform multiple responsibilities with attention to detail
- ▶ Strong communications and interpersonal skills
- ▶ Desire to work as part of a team in furthering the mission of Habitat for Humanity

Organization Description

Habitat Choptank, an independent affiliate of Habitat for Humanity International, works in partnership with God and all people to transform communities and the lives of qualifying families in Dorchester and Talbot counties by building simple, decent and affordable homes. Since 1992, the nonprofit has built over 50 homes in partnership with local low-income families. In order to help more working families in the Choptank region of Maryland's Eastern Shore to make a better future for themselves, Habitat Choptank has committed to building at least 25 homes over the next five years. Toward that end, the affiliate is now actively building in three communities: Cambridge, Easton and St. Michaels. Every hire in this organization is intended to help increase the affiliate's capacity to engage more people and ultimately enable more families to build a better future for themselves through home ownership.

Interested Applicants should send resume and a cover letter (with desired hourly compensation rate) to P.O. Box 2366, Easton, MD 21601 or email cover letter and resume to info@habitatchoptank.org