



Position:	Director of Finance and Administration
Reports to:	Executive Director
Location:	Joliet, IL
FLSA Status:	Full-time, Salaried, Benefits Eligible

Organization Description

Seeking to put God’s love into action, Habitat for Humanity brings people together to build homes, community, and hope. We envision a world where everyone has a decent place to live.

Will County Habitat for Humanity (WCHFH) is a locally run affiliate of Habitat for Humanity International. This nonprofit, ecumenical Christian housing organization makes the dream of homeownership possible for low-income families. By creating an affordable mortgage, typically much less than average rental rates in the market area, we provide stability and increase disposable income by 20-30% or more. That increase results in outcomes that most average and above-income makers take for granted. These outcomes include the ability to adequately feed the household; having safe and healthy living conditions; providing for a supportive educational environment that leads to increased rates of high school graduation and college degrees; having health care coverage; being involved in the community; and ultimately providing an increased sense of hope. This game changer is the best method to break the cycle of generational poverty. WCHFH is seeking to make a long-term impact on the supply of affordable housing in Will County, and the lives of Habitat homeowners.

Since 1988, WCHFH has partnered with people in our community to help them build or improve a place they can call home. Will County Habitat homeowners help build their own homes alongside volunteers and pay an affordable mortgage. With your support, Will County Habitat homeowners achieve the strength, stability and independence they need to build a better life for themselves and for their families.

Summary Job Description

- Manage all aspects of the organization’s finances, including subsidiaries, and advise and assist in developing and carrying out sound financial policies and procedures.
- Oversee the preparation of the organization’s annual budget, along with monthly and annual financial statements, and coordinate the annual audit in conjunction with an independent audit company.
- Prepare monthly financial reports for all Boards of Directors and additional reporting as needed for all companies in the organization.
- Work with the volunteer finance committee to oversee the organization’s finances.
- Manage all affiliate’s mortgage portfolios.
- Oversee the sale and transfer of investment funds.

WCHFH Dir of Finance & Admin Job Description

- Ensure timely processing of Payroll and Payroll Tax payments.
- Prepare reports and administer debt service for lenders, and government agencies, as well as matching and grant funds.
- Oversee and manage the organization's finance volunteers to complete accounting procedures
- Oversee the Organization's Human Resources activities and partner with outside vendors for Human Resource objectives, advise, and assist in creating sound Human Resources policies and procedures.
- Oversee Employee benefits including regulatory reporting
- Assist with other duties as assigned.

Essential functions

Accounting and financial management

Accounting records:

- Maintain all accounting records following generally accepted accounting procedures and following financial controls and practices.
- Prepare past financial data in support of grant requests, working closely with the executive director and other staff to meet grant requirements.
- Ensure timely and accurate monthly bank reconciliations are performed on all organizational bank accounts, reporting any discrepancies to the WCHFH executive director and board treasurer.
- Monitor bank activities using authorized access to the online banking systems.
- Organize and manage monthly and annual close processes
- Prepare and file property tax and sales tax returns.
- Work with the board treasurer and auditor to assure timely and accurate completion of annual tax filings and audits.
- Coordinate and oversee the physical inventory of capital assets.
- Monitor Habitat ReStore inventory and cash controls including, but not limited to, daily deposit review, surprise cash counts, physical inventory counts, and other means consistent with WCHFH policies.
- Work with Finance Committee Chair and Board Treasurer to plan and lead monthly finance committee meetings and Board presentations.
- Keep the Executive director, Associate Director, and Habitat ReStore Manager informed of the status of jobs, profitability, and cash flow.
- Take the initiative to make recommendations for change that would improve the accounting controls and make the accounting activities more efficient.

Financial reports:

- Prepare monthly financial reports, bank reconciliations, dashboard reports, mortgage management reports, job cost reports, and cash projections.
- Ensure all accounts are in up-to-date status including construction job-cost accounts and reports, providing weekly reports to the construction director.
- Work with the Finance Committee on quarterly internal audits of affiliate entities.

WCHFH Dir of Finance & Admin Job Description

- Work with outside auditors to prepare annual audit and 990 tax returns
- Prepare necessary reports for grant funding and be able to apply standard GAAP.

Payroll:

- Full-charge administration of payroll including tracking and reporting employment hours worked, benefit hours taken, pay rate changes, and submission to the external payroll processing company.
- Be available to answer staff questions regarding their payroll and intervene to correct any errors or omissions.
- Track and report monthly to the executive director and board the status of all benefit hours.
- Oversee and manage timely submission of W2 and W3 forms
- Oversee and manage unemployment reports, requests for dispute, leaves of absence.

Corporate/financial records:

- Maintain reports and filing of all corporate financial controls and practices and reports.
- Perform annual audit/review of the sub-contractor certificates of insurance records that are maintained by the construction director and notify the executive director of findings and any deficiencies.
- Maintain current insurance coverage and insurance records; maintain current signatures on record with the bank.

Donations and receipts:

- Supervise deposits, cash-counting, and drop-box access. Ensure receipt, report, and track donations, mortgage payments, pledges, and/or other monetary transactions in an appropriate manner and on a timely basis and following generally accepted accounting procedures.
- Maintain and manage appropriate balances and fund transfers.
- Maintain petty cash or employee cash advances.
- Reconcile and audit credit card transactions between the point of sale and credit card companies and the bank statement.
- Prepare annual donor report to include total gifts by the donor, gifts by category of donors (church, civic, individual, etc.), and status of pledges.
- Process grant funds from government grants, SHOP, and other sources per their requirements.

Accounts payable, bill payments:

- Manage accounts payable; coordinate coding with responsible staff, entering in QuickBooks, maintaining adequate supporting documentation, and projecting cash flow requirements and amounts.
- Write payable checks and ensure bills are paid on time.
- Oversee the booking expenses and withdrawals from the bank account.
- Oversee and manage annual 1099, 1096 creation and submission timely
- Monitor and audit travel and expense reports, credit card reports

Accounts receivable, collections:

- Oversee and audit the Home Repair Billing process
- Oversee and audit HOA Pass-Through process
- Maintain financial records for HOA's until deemed stand-alone entities
- Oversee performance of collection process and policies for delinquent mortgages, home repair agreements, and HOA payments.
- Oversee creation of pledges and work with the Development team to reconcile open pledges

Mortgage management:

- Manage mortgage payment activity to include, but not limited to the enforcement of the payment policy, management/coordination of externally and internally maintained escrow accounts, and communication with homeowners about their accounts as appropriate.
- Monthly reconcile QuickBooks and mortgage receivable balances, escrow balances, and all other mortgage-related activities.
- Annually reconcile escrow accounts and provide all mortgage holders with revised payment coupons and payment summaries for those that are managed internally and verify changes with an external mortgage servicing company if utilized.
- Assist with the coordination of home closings and the preparation of home sale and financing documents (deeds, notes, etc.) for the sale of HFHS houses to HFHS partner families.
- Record sale of property and book mortgage receivables at the time property is closed.
- Maintain secured files of records of mortgages and deeds in the locked fire-safe filing cabinet.
- Stay abreast of RESPA regulations and laws and maintain certification as required by HFHI and Governmental agencies.

Human Resources Management

- Participate and assist in the development of corporate plans for a variety of HR matters such as compensation, benefits, health, safety, etc.
- Oversee all HR initiatives, systems, and tactics
- Supervise the work of HR personnel and provide guidance
- Monitor adherence to internal policies and legal standards
- Oversee the management of grievances and violations including disciplinary action when required

Administrative support

- Able to present Will County Habitat's mission, vision, and programs to the public, interested homeowners, and potential volunteers; assist with promoting the Habitat ReStore and program ministry, maintaining a positive public image.
- Lead the general office administration and assignment of duties to volunteer staff.

Information systems:

- Work with IT staff and or vendors to maintain computer network systems for the organization including, but not limited to, recommendations for upgrades, consistent software across systems, daily back-ups, troubleshooting, and routine maintenance.
- Advise on all repairs and upgrades for office equipment and telephone systems.
- Maintain safe and routine off-site storage of information systems backup as a part of a disaster recovery plan.
- Maintain up-to-date partner family files and mortgage documents, correspondence, construction information, and final build costs.
- Supervise and train administrative and accounting volunteers.

General

- Able to offer devotions at staff meetings, building sites or in other settings as requested.
- Willingness to be flexible and a team player, assisting with other projects when requested.
- Provide a warm, welcoming, and professional environment.
- Be available to assist build sites as requested on event builds in a support position.

Knowledge, skills, and abilities requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

- Knowledge of and commitment to the Habitat for Humanity concept, principles, and covenant.
- Knowledge and practice of generally accepted accounting principles, accounting practices, accounts payable and receivable, and payroll.
- Able to write reports, correspondence, and communications. Ability to effectively present information to employees, management, and volunteers and function as a problem-solver.
- Able to relate to all types of people and levels in and outside the organization. Ability and skill to retain and motivate volunteers.
- Position requires an individual who can schedule multiple priorities and complete tasks in a timely manner.
- Able to take initiative and demonstrate leadership skills with a team attitude to meet organizational needs.
- Working knowledge of office machines, multi-line phone system, Internet and email usage
- Must be competent in the use of QuickBooks, MS Office (Excel, Word, Access, Outlook, PowerPoint), knowledge of Raiser's Edge or other similar donor database programs is extremely helpful; familiarity with SharePoint is a plus. Must have the ability to learn new software packages as needed, including mortgage monitoring and other technology to support affiliate operations.

Professional qualifications & Experience

The ideal candidate will have:

- A bachelor's degree in accounting or finance or a closely related discipline
- An MBA or CPA designation is a strong plus.
- Five or more years of experience in the following areas: accounting, finance, business planning, and budgeting will full trial balance and adjusting entry completion.
- Preference with experience in Not-for-Profit and/or Construction industries.

How to Apply

Please submit your resume and salary requirements via email to Careers@habitatwill.org.

We are an equal-opportunity employer. No calls please.