

ABOUT HABITAT

Established in 2000, Habitat for Humanity of Southern Santa Barbara County is a local nonprofit committed to building strength, stability and self-reliance through shelter. We partner with low-income individuals and families in Southern Santa Barbara County to build or improve a place to call home. Homeowners build alongside volunteers and purchase their home, paying an affordable mortgage. By the end of 2018, Habitat for Humanity of Southern Santa Barbara County will have built 22 new homes for 84 people, 50% of which are children, as well as help rebuild and repair 150 homes.

Job Summary:

The Director of Finance & Operations will serve as a strategic partner to the CEO to ensure operational excellence, designing financial and administrative systems, HR Systems, overseeing IT subcontractors, and is primarily responsible for the successful management of core business and operational functions for the Habitat for Humanity of Southern Santa Barbara County affiliate. S/he is the right-hand person to the CEO, filling in for him/her as needed and ensuring that the office runs effectively. S/he will directly supervise a contracted accountant and will work collaboratively with the Program and Development staff, as well as lead a finance committee. It is a full-time exempt position and supports an employee team of approximately 10-12 key positions.

Essential Job Functions:

Fiscal Management and Reporting

- Work collaboratively with the CEO, Treasurer and Finance Committee to oversee all aspect of affiliate finances.
- Maintain budgets for all programs, operations and ReStore.
- File reports to various governmental agencies.
- Manage the day to day financial operations including A/R, A/P and budgeting.
- Produce monthly financial reports and any applicable statutory and statistical reports.
- Prepare for annual audit and Form 990 tax filing.
- Oversee and manage homeowner Mortgage Portfolio.
- Oversee all aspects of the affiliate's insurance program.

Financial Recording

- Oversee all bookkeeping entries including receipts, donations, construction expenses and general administrative expenses. Maintain record of ReStore deposits and expenses.
- Reconcile all bank accounts monthly and provide copies to CEO and Treasurer.
- Coordinate the payment of all invoices including taxes, insurance, program and operating expenses.
- Prepare transfers among accounts with approval from the CEO.
- Make account deposits; manage petty cash for office.

Administrative

- Maintain all permanent financial files.
- Monitor compliance with document retention policies.
- Monitor issues involving credit cards and donation transactions including compliance with policies and recording of donations.

- Monitor internal controls and develop additional controls where needed.
- Assist CEO and Finance Committee in reviewing and editing financial controls and policies.
- Manage accounts' signatories and approved users.
- Have an understanding for the QuickBooks accounting system.
- Manage work and deliverables for all outsourced contractors supporting finance and administration.

Payroll and Benefits Administration

- Working with contracted agency, manage all aspects of payroll and review bi-weekly payroll reports.
- Working with CEO, collaborate and manage company benefits package and corresponding payroll deductions; record and monitor sick and leave for employees.
- Focus the affiliate staff on using appropriate metrics to drive the affiliate to achievement of objectives.

Facilities Management

- Oversee and manage the office infrastructure and IT functions.
- Research technological innovations in software and hardware that would improve affiliate systems.
- Maintain all service contracts for office equipment and building maintenance.

Insurance

- Manage insurance policies, audits and payments. Reviews documents annually with the CEO.
- Complete annual Workers' Compensation Audit.

Human Resources

- Provide oversight for the infrastructure and systems for HR systems and policies.
- Administer criminal background checks, motor vehicle history screens and other clearances as applicable to each position.
- Work with CEO to prepare health insurance review and submit information accordingly.

Habitat Homeowners Records

- Maintain financial files of permanent homeowners both present and past.
- Oversee any contracts and relationships with outsourced agencies supporting homeownership.
- Coordinate homeowners' inquiries about the status of their accounts.
- Record all monthly homeowner principal payments.
- Record and maintain homeowner insurance renewals and changes.
- Prepare Truth in Lending statements and contribute to closing documents.

POSITION REQUIREMENTS

- Support and endorse the Habitat for Humanity mission.
- Bachelor's degree in finance, accounting or business administration and at least five years relevant experience, or equivalent combination of education and experience desired.
- Excellent written, verbal and interpersonal communication skills.
- Proficient with Microsoft Office, Quickbooks and online reporting.
- Knowledge of technology with the ability to leverage it to improve operations and communication.
- Must create and maintain organized, orderly paper and computer filing systems for office.
- Must understand and practice the Generally Accepted Accounting Principles (GAAP) Standards.
- Knowledge of and experience with insurance administration and with human resources.
- Integrity, organization, attention to detail, ability to maintain confidentiality.
- Must pass criminal background check.
- Valid driver's license and ability to travel as needed. Access to a car is required to fill some of the duties of this position.
- Willingness to maintain the flexible work schedule necessary to fulfill the responsibilities of this position.
- Superior organizational, financial and project management skills.
- Strong work ethic and collaborative mind set.
- Demonstrated knowledge of affordable housing issues.
- Ability to have a flexible schedule that will allow for evening and weekend meetings and events.

Experience:

- Excel: 5 year
- Quickbooks: 2 year (Preferred)
- Administrative Oversight: 5 years
- Accounting: 5 years (Preferred)
- Budgeting: 5 years
- Human Resources: 2 Years (Preferred)

Education:

- Bachelor's (Required)

Location:

- Goleta, CA

Work authorization:

- United States (Required)

SALARY

Compensation will be commensurate with qualifications and experience. This is a full-time exempt position and the salary range is \$67,000-\$75,000. The position comes with a comprehensive benefit package.

WORKING CONDITIONS

General office environment. Work is generally sedentary in nature, but may require standing and walking for up to 10% of the time. The working environment is generally favorable. Lighting and temperature are adequate, and there are no hazardous or unpleasant conditions caused by noise, dust, etc. Work is generally performed within an office environment, with standard office equipment available. Ability to lift 10 lbs.

TO APPLY

To be considered for this position, email a resume and cover letter to careers@sbhabitat.org.

This job description is not intended to be an exhaustive list of all duties, responsibilities, and skills required. Other duties, as assigned or deemed necessary by management, may be required. Management reserves the right to revise this job description at any time. The job description does not constitute a contract for employment, nor does it in any way alter the at-will employment relationship.

Habitat for Humanity of Southern Santa Barbara County is an equal opportunity employer.