

**Habitat for Humanity of Iowa  
Job Description  
November 2025**

**Job Title:** Finance Assistant

**Summary:** This position supports the Finance & Operations Manager and the Housing Programs Team.

**Time Commitment:** Part-time averaging 25 hours a week. Weeks may fluctuate based on workload.

**Salary/Wage Range:** \$22-\$24 per hour

**Direct Supervisor:** Kristen Holtan, Finance & Operations Manager, Habitat for Humanity of Iowa

**Location:** 809 8<sup>th</sup> St. SW – Suite F, Altoona, Iowa 50009

**Qualifications:** Candidate must have a minimum of two years of relatable finance experience. The ideal candidate will have experience with financial products (loans), amortization schedules, and general accounting principles. They will be detail oriented and compliance driven. They will have a high level of experience with Excel, including creating excel formulas and spreadsheets.

The candidate is required to have a working knowledge of QuickBooks and bookkeeping. The candidate must have a demonstrated ability to organize, prepare, and package documents. Preferred candidates will have a minimum of an Associate's degree in Accounting, but willing to consider previous experience and education.

Proficient with Microsoft Office 365 products including Excel, Word, Outlook, Teams, and SharePoint. Non-profit or loan processing experience is highly desired. Ability to manage and meet deadlines. Applicant must have strong administrative, organizational and interpersonal communication skills. Applicant must be open to change and supportive of improving processes using technology. Applicant must have a demonstrated ability to take direction from others yet be able to work independently. Must have a valid driver's license and be able to successfully pass criminal/sex offender background checks.

**Responsibilities:**

**General:**

- Be an advocate for Habitat for Humanity's mission and affordable housing.
- Attend appropriate trainings and professional development to be successful at the position.
- Keeps proper documentation.
- Understands and follows organizational policies and procedures. Assists the team in finding effective and efficient solutions to improve the quality of work.

**Bookkeeping (approximately 75% of time, but will fluctuate):**

- Responsible for the day-to-day financial activities including accounts payable, accounts receivable, bank reconciliations, loan receivables, loan payables, and payroll
- Maintain accurate loan amortization schedules and provide payoff quotes as requested
- Processes and tracks donations, including preparing gift receipts and thank you letters
- Ensure compliance with the board approved financial and operating policies, established internal control structure, generally accepted accounting principles and federal program guidelines
- Support program directors by helping to prepare monthly and quarterly reimbursement requests according to deadlines
- Provide updates to Finance & Operations Manager on financial issues and questions in a timely manner
- Help Finance & Operations Manager with preparing of reports for Finance Committee and Board of Directors
- Assist external auditors and Finance & Operations Manager with annual financial audit and IRS 990 as requested
- Look for opportunities to further develop internal control structure and improving financial reports using technology
- Assist in updating or writing policies as requested

**Document Processing (approximately 15% of time, but will fluctuate):**

- Maintain certification as a Qualified Loan Originator (training provided).
- Assists the housing programs team with:
  - Document preparation
  - Explaining documents to affiliate staff

- Obtains signatures from required persons including but not limited to Habitat affiliates, Habitat Iowa staff, and external partners.
- Obtains required documents, per program checklists, and packages documents for final review.
- Provides resources to Habitat affiliates to ensure their success in the programs.
- Assists the Housing Program Specialist and Loan Fund Administrator with housing programs, understanding the rules to housing programs and filling in for housing program staff during vacations and other leaves.

**Other Duties (10% of time):**

- Be a proactive team player and help out wherever needed.
- Answer phone and welcome guests to the office
- Assist in maintaining a pleasant work environment, purchasing/restocking office supplies, etc...
- Support and assist with special projects for other team members.
- All other duties assigned.

*Habitat for Humanity of Iowa provides a fair and equal employment opportunity for all applicants regardless of race, color, religious creed, national origin, ancestry, age, gender, pregnancy, sexual orientation, gender identity, marital status, familial status, disability or genetic information, in compliance with applicable federal, state, and local law.*