Habitat for Humanity of Iowa
Posted: November 20, 2026

Job Title: Finance Assistant

Summary: This position supports the Director of Finance & Operations and the Housing Programs Team.

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

Salary/Wage Range: starting at $22 per hour and increased based on experience

Direct Supervisor: Kristen Holtan, Director of Finance & Operations

Location: 809 8th St. SW – Suite F, Altoona, Iowa 50009. This is not a remote position.

Qualifications: Candidate must have a minimum of two years of relatable finance experience. The ideal candidate will have experience with accrual-based accounting, financial products (loans), and amortization schedules. 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 and experience with accrual basis of accounting.

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 and credit background checks.

Responsibilities:

General:

- Be an advocate for Habitat for Humanity's mission and affordable housing.
- Attend appropriate training 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 50% 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
- Ensure compliance with the board approved financial and operating policies, established internal control structure, generally accepted accounting principles (GAAP) including accrual basis of accounting and federal program guidelines
- Support program directors by helping to prepare monthly and quarterly reimbursement requests according to deadlines
- Provide updates to Director of Finance & Operations on financial issues and questions in a timely manner
- Help Director of Finance & Operations with preparing of reports for Finance Committee and Board of Directors
- Assist external auditors and Director of Finance & Operations 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 & Loan Packaging (approximately 40% of time, but will fluctuate):

- Maintain certification as a Qualified Loan Originator (training provided).
- Assists the housing programs team with document preparation and loan packaging
- Communicates with applicants on requirements for programs
- Assists the Director of Housing Programs 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.

TO APPLY: Candidates may email a resume and cover letter to info@iowahabitat.org, with the subject line "Finance Assistant". Applications will be reviewed until a candidate is selected. The start date for this position will be on or after January 11, 2027.

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 applicant federal, state, and local law.