

**Habitat for Humanity of Iowa
JOB DESCRIPTION**

Job Title: Finance & Operations Manager

Purpose: Plans, implements and manages the financial and operational functions of the organization.

Time Commitment: This is a full-time salary position.

Direct Supervisor: Executive Director

Location: 5191 Maple Dr., Pleasant Hill, Iowa

Qualifications: Working knowledge of Quickbooks and bookkeeping. Applicant must have a degree in accounting, finance, related field or equivalent experience. It is highly preferred that the applicant has experience in non-profit financial management, including managing federal grant financial requirements. Applicant must be results driven with the ability to balance multiple tasks at once. Applicant must have sound administrative and organizational skills, with well-developed interpersonal skills - the ability to get along with diverse populations. Applicant must have a demonstrated ability to take direction from others yet be balanced by having the ability to work independently. Applicant must have the ability to research answers to unknown questions.

Duties:

Financial Management (approx. 65% of time)

- Work closely with the Executive Director and Finance Committee to plan, coordinate, and execute the annual budget, including preparing monthly financial reports for the Executive Director & staff, Finance Committee, and Board of Directors.
- Complete all accounting/bookkeeping/payment tasks
- Processes and tracks donations, including preparing gift receipts and thank you letters.
- Ensure compliance with the board approved financial and operating policies
- Process payroll (currently through ADP), ensuring payroll is completed correctly and on time
- Maintain employee records
- Works with Executive Director to ensure compliance on program budgets. Understands and tracks each program budget. Works closely with team members in regard to program budgets and accounting requirements. This requires understanding the state and federal financial requirements for each program.
- Ensure the CPA prepared annual audit and 990 tax return are finalized in time to meet applicable deadlines. Tracks and ensures completion of other required reports such as the Bi-annual report to the Secretary of State and required reports to Habitat for Humanity International.
- Participates in and provides assistance to the Board Finance Committee.

Leads internal operations (approx. 10% of time)

- Coordinate the day to day administrative and operational tasks of the organization; implementing new processes and approaches to achieve it.
- Upgrade and implement an appropriate system of policies and internal controls. Creates or updates procedures regarding the operations of the organization.
- Works closely with team members to ensure file storage meets policy requirements and/or grant requirements.
- Participates in and provides assistance to the Board Policy Committee, serving as the staff liaison to this committee.

CDFI Management (Community Development Financial Institution) (approx. 15% of time)

- Ensures compliance with CDFI Fund. Completes annual CDFI reports.
- Tracks all loan payments and follows loan delinquency policy.
- Works closely with Iowa Bankers Mortgage Corporation on the servicing of mortgage loans.
- Assists the Housing Program Specialist on loan files, modifications, and other CDFI related tasks.
- Participates in and provides assistance to the Board Loan Committee.

General Office Management (approx. 5% of time)

- Serves as the primary point of contact for vendors, service providers, landlord(s), and others in regard to maintaining the office, including but not limited to office supplies and services.

All other duties assigned (approx. 5% of time)

Competitive wage based on experience.

Benefits: \$400 monthly benefit allowance to purchase health insurance, 3% IRA match, Generous paid time off and flexible schedule.

Email letter of interest and resume to Lisa Houser, Executive Director at lhouser@iowahabitat.org with the subject line **Finance & Operations Manager**. Applications will be accepted until the position is filled.

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.