

## **Job Description**

### **Director of Finance & Operations**

The Director of Finance & Operations is responsible for the planning and execution of the financial and operational functions of Habitat for Humanity of Greater Pittsburgh (Habitat Pittsburgh) and to utilize best practices to guide the affiliate in succeeding on its strategic, budgetary and development goals. As key support for the President and CEO, the Director of Finance & Operations has a strong day-to-day leadership role with oversight for both finance, real estate and administrative duties. The Director of Finance & Operations will work to ensure that Habitat Pittsburgh has efficient and effective policies, procedures and systems in place to ensure achievability of organizational goals.

#### **Responsibilities**

Reporting to the President and CEO, the Director of Finance & Operations has the following key responsibilities:

#### **A. Key Financial Functions:**

- Monitor key elements of the mission and the financial plans through reporting and dashboards, which will be used to demonstrate progress and status to both staff and board. This includes budgetary, fundraising, real estate inventory, family selection, homeowner builds, ReStore updates, as well as, other key drivers.
- Manage affiliate accounting processes, including month, quarter, and year-end closing procedures to ensure timely and accurate financial reporting to the Finance Committee, Board of Directors and staff
- Manage accounting procedures related to the Habitat Pittsburgh ReStore financial results
- Monitor cash balances and forecast cash flow
- Monitor compliance with internal control procedures ensuring accuracy and validity of financial results.
- Direct preparation of yearly operational programmatic budgets in line with strategic plans for the affiliate for adoption by the Board of Directors.
- Monitor changes in GAAP and accounting related HFHI policies and procedures and implement them at the local affiliate.
- Directs and coordinates the annual financial audit and 990 preparation process with external audit firm and staff
- In collaboration with the construction team, prepare development budgets for new and rehabilitated homes and home repairs. Provide monthly budget-to-actual reports to the construction team to monitor and ensure compliance with development budgets.
- Monitor compliance with various grant programs to ensure staff reports timely and appropriate documentation to grantors

- Responsible for mortgage servicing program, ensuring that both staff and homeowners understand processes.
- Direct supervision of staff Accounting Specialist

## **B. OPERATIONAL FUNCTIONS**

- In collaboration with Director of Homeowner Services manage closing process with program participants including preparation of loan estimates, closing documents, and coordination with title companies and closing agents
- Work with the Urban Redevelopment Authority, City of Pittsburgh and closing agents on submission of required information related to the transfer of properties and other related work for real estate acquisitions and development
- Ensures office systems, policies and procedures are adequate and maintained, including
  - Human Resources policies and procedures, including payroll, benefits and employee recordkeeping
  - Administration of annual performance evaluation process, coordinating with the President and CEO and Human Resources Committee.

## **QUALIFICATIONS AND SKILLS:**

- Commitment to the mission of Habitat for Humanity of Greater Pittsburgh to provide decent, affordable homes to local, limited income families.
- Proven success in building and working in a team environment.
- Strong interpersonal skills working well with a variety of people, personalities, and backgrounds
- Understanding of financial measurements and accounting procedures necessary for managing a budget between \$3 and \$5 million with total assets over \$6 million.
- Ability to work in a fast-paced, multi-faceted environment, and the ability to multi-task.
- Excellent communication skills.
- Organizational and problem-solving skills to focus on priorities, details, and time constraints in a multi-tasked environment and Exemplary self-discipline and work habits.
- Knowledge and proficiency in Excel, QuickBooks, and Word.

## **EDUCATION & EXPERIENCE**

- BA degree in Accounting, Finance, or equivalent (MBA/CPA preferred)
- Minimum five years' of financial experience (non-profit experience preferred)
- Background check and drug screening test required

## **EMPLOYMENT STATUS & SALARY**

- Full Time, Exempt
- Competitive pay commensurate with experience
- Benefits package including Health Insurance and Simple IRA
- Hybrid – remote working environment

**TO APPLY**

Please send resume, cover letter, and salary requirements to [employment@pittsburghhabitat.org](mailto:employment@pittsburghhabitat.org)

**ABOUT HABITAT FOR HUMANITY OF GREATER PITTSBURGH:**

Habitat for Humanity of Greater Pittsburgh's mission is to eliminate substandard housing in Allegheny County by bringing people together to build, rehabilitate, and repair homes, communities, and inspire hope. We are the largest affiliate of Habitat for Humanity International (HFHI) in southwestern Pennsylvania. We serve limited and low income families. We also operate a 10,750 Sq. Ft. retail store in the Swissvale Shopping Center (the ReStore)