



819 North 10th Street
Sacramento, CA 95811

Position title: Finance Manager
Department: Administration
Reports to: CEO
Supervises: Bookkeeping staff, volunteers
Annual salary range: \$50K - \$55K
<i>(Full time position exempt from overtime.)</i>

Position Overview

Responsible for day-to-day administration and financial management for Habitat for Humanity of Greater Sacramento (HFHGS). Supervises and directs HFHGS bookkeeping, including management of grant-related commitments and contracts. Reports to the CEO and is responsible for maintaining and improving the HFHGS' financial systems, processes and accountability. This includes preparation of annual budgets and statements, reporting and supervision of accounts payable, implementing financial management policies, procedures and reports including the financial database. Oversees the mortgage portfolio, compliance with mortgage-related laws and regulations, and homeowner escrow and insurance matters.

Responsibilities

Administration:

- Prepare and submit annual draft budgets with annual expenditures and revenue. Work with all departments to develop annual departmental and aggregate expenditure projections, including appropriate financial cash flow projections.
- Monitor and prepare monthly reports on actual revenues and expenditures against budgeted projections.
- Work with CFO to prepare monthly financial reports for Finance Committee and the Board of Directors.
- Oversee HFHGS's general ledger for accuracy.
- Maintain and manage the financial database and related file management that include certificates of insurance, contracts, mortgage documents etc.
- Monitor and ensure mortgage note cash flow, and property tax and insurance impound levels.
- Facilitate annual financial audit and workers compensation functions for HFHGS.
- Produce all required documents for government programs compliance reporting.
- Manage and supervise the bookkeeping staff and related volunteers.
- Monitor, evaluate and update the financial management best practices and procedures for internal controls and processes.
- Oversee the tracking of in-kind donations of goods and services/ input monitoring.
- Supervise all accounts payable/accounts receivable including rent, property impounds, related taxes and related documents.
- Manage all organizational insurance coverage to include workmen's compensation, general liability; fleet auto coverage, directors and officers' (D&O) policy, rental, medical and homeowners' association (HOA).

- Assist auditors to file all required government reports with the IRS to include Form 990, Form 1099 and state sales tax returns.
- Maintain proper status with the California State Tax Franchise Board and Department of the Secretary of State.
- Oversee payroll administration and cash flow projections including unrestricted donated funds and restricted sponsorship donated funds.
- Liaise/coordinate relations with banks, asset management and other financial institutions – manages commercial portfolio, brokerage account, credit lines, construction loans and CDFI/CDE.
- Attend Board of Director and Executive Committee meetings when requested.

Loan Portfolio Management:

- Manage and keep current all loan and property files.
- Create loan documents for home closings and work with selected title companies to facilitate these closings.
- Monitor homebuyer's payment history and credit status.
- Execute foreclosures on properties at the direction of the CEO.
- Maintain and keep current all property restrictions.
- Conduct the sale of mortgages when appropriate.

Project Development Financing:

- Analyze and create financial models for projected development financing.
- Assist CEO to in pursuit of opportunities for project financing with lenders, investors, etc.
- Assist CEO in pursuit of innovative financial programs that increase HfHGS's capitalization for housing programs.

Property Management:

- Maintain complete property documents and title files.
- Work with forward planning to maintain proper documentation for properties and APN identification numbers.

Construction:

- Maintain and supervise the collection and posting of Construction in Progress (CIP) reports to show current budget status for each project.
- Report job costing (CIP) and budget comparison information for construction projects.

Family Services:

- Work closely with Family Services Manager to expedite escrow documents for home closings.
- Oversee homeowners' association (HOA) financial activity and reserve studies. Assist HOA Board in overseeing their Association.
- Provide advice on specific homeowner financial issues when requested.

Fund Development:

- Manage all existing grants' reimbursements, compliance and reporting, including SHRA, CalHome, CSHHP and SHOP programs

- Coordinate financial requirements and budgets for approved events and maintain legal requirements, i.e. raffle and fundraising permits.

Human Resources:

- Maintain personnel files and records
- Ensure that HFHGS complies with all existing and future labor laws with respect to job recruitment, applications, payroll, etc.
- Manage and maintain HFHGS's employee benefits programs including health and retirement.

Executive:

- Work with the CEO and CFO to assure that best practices are always in the forefront and adhered to.
- When required assist the executive management team with the board concerning financial issues and recommendations.
- Provide the executive management team with statistical overview and analysis of HFHGS's financial condition.

Qualifications:

Required: Minimum undergraduate college degree and five (5) years financial experience indicating a progression of responsibilities, including supervision. Demonstrated expertise in strategic planning, financial management, and executive administration.

Desired: Non-profit related experience is preferred. Position requires independent exercise of judgment to plan and accomplish goals. Performs a wide variety of tasks, and leads team and directs the work of others. Capacity for a wide degree of creativity and latitude is expected.

Desired Personal Qualities

Excellent verbal and written communications skills are required. Must have ability to prepare clear and concise oral and written reports and able to multi-task in a fluid diversified environment.

Physical Requirements

Physical requirements are those that are present in normal office environment conditions and infrequently may involve light to moderate lifting.

Additional Physical Actions

- Light Lifting
- Driving – Vehicle
- Repetitive manual actions – PC key board input, calculator, physical file retrieval

Licenses and/or Certificates:

Candidates must possess a valid California driver's license and meet the State's automobile insurability requirement.

To apply:

Submit resume and cover letter to Employment@HabitatGreaterSac.org

Habitat for Humanity of Greater Sacramento is firmly committed to a policy of equal employment opportunity (EEO) and will provide such opportunities to all qualified persons without regard to race, color, sex, sexual preference, nationality.