

# Financial Manager/Office Manager

**Reports to:** Executive Director

**Position Type:** Full-Time (40 Hours/Week)

**Work Days:** Monday – Friday, flexible, occasional evenings and weekends

## Position Overview:

The Financial/Office Manager is responsible for all accounting functions, grant compliance, employee benefits programs, successful day-to-day operations of the affiliate office, and assisting the Executive Director and Director of Operations & Construction with administrative duties. This position requires flexibility and the ability to undertake additional tasks when needed.

## Job Duties:

### Financial Management:

- Prepare monthly financials, cash flow analysis, budget vs. actual reports, Profit and Loss statements and Balance Sheet.
- Maintain class tracking systems in QuickBooks.
- Distribute bills and invoices for approval; manage Accounts Payable and Accounts Receivable; enter and pay bills using QuickBooks.
- Maintain banking and credit card relationships; maintain controls on company credit card access, limits, reporting and documentation.
- Assist with monthly bank reconciliations.
- Monitor cash receipts and expenses, reconcile petty cash monthly.
- Receive payments and donations, make and record bank deposits, process donations.
- Monitor mortgage payments and transfers with the bank.
- Prepare bi-weekly payroll.
- Staff the Finance Committee, prepare reports for meetings, implement policies and procedures requested by the committee, assist with implementation.
- Assist with development of the affiliate budget.
- Administer benefits including Simple IRA, workman's compensation, AFLAC, etc.

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## Program Support:

- Receive and interpret mortgage reports, update QuickBooks, and communicate results to the Executive Director.
- Send monthly *Repair Program* statements to open account holders; send delinquent letters to homeowners as needed.
- Keep detailed records of both homeowner and affiliate insurances; forward homeowner insurance documents to the bank.
- Prepare and submit financial and statistical reports for federal and private grants, and for Habitat for Humanity Minnesota and International.
- Send meeting agendas and reminders for board and committee meetings, attend meetings and keep meeting minutes, send follow-up communications.
- Assist Executive Director with mortgage servicing tasks.
- Complete annual loan originator training.
- Support the implementation of strategic goals and objectives.

## Fundraising and Communications Support:

- Assist with fundraisers and run required reports.
- Prepare mailing lists for annual event invitations and solicitation and stewardship letters.
- Perform mail merges and assemble mailings.
- Process donor acknowledgement letters within 2 business days.
- Update email communications tool.
- Support annual dinner committee and activities, including creation of print materials, sponsor benefits fulfillment, communications support, auction follow-up, etc.
- Support annual campaign preparation, delivery and follow-up.
- Maintain fully populated and accurate vendor and donor records.
- Perform grant research.
- Coordinate with vendors.

## Oversee Day-to-Day Office Operations:

- Answer general phone line and walk-in inquiries.
- Order office supplies, print materials, etc.
- Retrieve, open, and distribute mail.
- File documents and keep files organized.
- Update required workplace postings.
- Perform regular upkeep, cleaning, and organization of office.
- Destroy old documents per retention policies.
- Keep ongoing list of homeownership prospects and send applications accordingly.
- Support Executive Director and Director of Operations and Construction as needed.

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## Requisite Knowledge, Skills, and Abilities:

1. Thorough knowledge of generally accepted accounting principles.
2. Proficiency with accounting software, QuickBooks for Nonprofits preferred.
3. Proficiency with Microsoft Office, including Excel and Word.
4. Ability to communicate effectively and in a professional manner with vendors, staff, board members, families, and anyone associated with Habitat for Humanity.
5. Strong analytical, quantitative, problem solving and technical skills.
6. Ability to maintain confidential information, high ethical standards and positive attitude.
7. Ability to work independently and as part of a team.
8. Strong organizational skills and attention to detail.
9. Knowledge of Habitat for Humanity's mission, culture, and operations.
10. AA or Bachelor's Degree in Accounting, Business or a related field is required.

## Benefits:

1. Accrual of monthly PTO.
2. Simple IRA retirement savings plan with 3% employer match.
3. Supplemental benefits through AFLAC.