



**Job Title:** Finance Manager  
**Reports To:** Executive Director  
**FLSA Status:** Exempt

### **SUMMARY**

Assists the Executive Director, affiliate leadership and board of directors with the day-to-day financial management and oversight of the organization.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### **Strategic**

- Funding
  - Assists Executive Director with the overall control of and direction for all funding
  - Assists Executive Director with grant reporting
- Budgeting and forecasting
  - Monitors day-to-day financial operations to maintain well-being of the organization by providing financial projections and growth plan. Identifies areas for improvement.
  - Leads budgeting process by establishing schedules; collecting, analyzing, and consolidating financial data; recommending plans.
- Internal Controls
  - Establishes finance operational strategies through analysis of existing methods and recommends changes to affiliate leadership as necessary.
  - Participates at leadership level for the organization and works guide financial decisions by establishing, monitoring, and enforcing policies and procedures, controls and reporting systems.
- Contracting
  - Assists the executive director with negotiating and executing contracts, leases and agreements for the organization.
  - Contracts with outside services for auditing, tax preparation, banking and other financial needs as necessary
- Board and Committee Advisory
  - Assists Executive Director with materials needed for Board of Directors meetings and participates in meetings as requested.
  - Coordinates Audit and Finance Committee and prepares financial reports for review and discussion

#### **Operational**

- Financial accounting and reporting

- Performs all accounting functions including receivables and account payable duties in accordance with GAAP
- Reviews financial data and prepares monthly and annual reports for review by the Executive Director and Finance Committee
- Mortgage Servicing
  - Assists in the preparation of mortgage closing documents
  - Manages loan and mortgage servicing process, including ensuring that insurance and tax records for homeowners are set up properly and payments are made on time.
  - Coordinates with Family Services Department to provide written communications with homeowners and borrowers regarding loan status and escrow.
- Performs other duties as needed.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Accounting degree and at least four years of progressively increasing experience in nonprofit accounting
- Working knowledge of management planning and reporting; financial management, planning and reporting, budget preparation, and grants reporting.
- Working knowledge of budget audit procedures, nonprofit accounting and auditing.
- General knowledge of computerized accounting systems and of government accounting policies, procedures and guidelines for nonprofit fund accounting.
- Working knowledge of computer applications including desktop applications.
- Excellent interpersonal skills, which include, written, verbal and listening.
- Organized, detail and tasks oriented.
- Ability to foster a cooperative work environment including training and education of financial matters and strategies.
- Passion for the mission of Honolulu Habitat for Humanity and advocacy of affordable housing.