

Milwaukee Habitat for Humanity

Director of Finance and Administration

Job Description

Title Director of Finance and Administration

Department(s) Finance

Reports to Executive Director

Seeking to put God's love into action, Milwaukee Habitat for Humanity brings people together to build homes, communities, and hope. Since 1984, Milwaukee Habitat for Humanity has served over 800 families through building and renovating homes.

Position Overview: The Director of Finance and Administration (DFA) of Milwaukee Habitat for Humanity is an integral member of the Senior Leadership Team with primary responsibility for all financial management and information systems of the organization's growing and complex operation. The DFA is responsible for applying accounting principles and procedures to analyze financial information, prepare accurate and timely financial reports and statements and ensure appropriate controls and risk management. The DFA will supervise the Mortgage Loan Specialist, Accounting Clerk, and Office Manager.

Reports To: Executive Director

Status: FT - Exempt

Key Responsibilities:

Accounting and Administration

- Coordinate and ensure the timely preparation of financial statements, financial reports, special analyses, and information reports;
- Review all month-end closing activities including ledger maintenance, balance sheet reconciliations and cost allocation;
- Prepare and maintain monthly restricted cash schedules;
- Manage the administrative process for selection of the external auditor; negotiate terms of engagement for approval by the Audit Committee; serve as key point of contact for external auditors;
- Assess and manage budgetary procedures; prepare annual budget for ED and Board approval;
- Interact with staff to provide consultative support to planning initiatives through financial and management information analyses, reports, and recommendations;
- Establish ongoing relationships with counterparts in other not-for-profits and Habitat for Humanity affiliates;
- Approve all financial budgets and reports for potential and existing grantors;
- Manage all financial components of government contracts and foundation grants;
- Ensure compliance with local, state, and federal reporting requirements.

Finance and Risk Mitigation

- Interact with banks and other lending institutions and ensure appropriate asset and liability management/liquidity;
- Develop and implement appropriate financial and operational controls for the organization including budgeting, asset management, risk analysis and non-profit law;
- Ensure compliance monitoring systems are implemented and regularly reevaluate.

Mortgage Stewardship

- Manage relationship with third-party mortgage servicing provider;
- Approve repayment plans consistent with Board's Delinquency Policy;
- Review escrow account reconciliation;
- Serve as primary staff lead for Mortgage Stewardship Committee.

Planning and Policy Development

- Review and update appropriate accounting policies and practices;
- Liaise with the Audit Committee and the external auditor to ensure that all reports are completed on time and in accordance with appropriate audit and acceptable governance standards;
- Provide leadership, training and development of departmental staff in order to maximize their potential.

Information Technology

- Responsible for the technologic direction of the organization acting as the liaison with the consulting agencies who implement and manage the systems;
- Develop and propose short and long term IT strategies.

Qualifications:

- Seasoned, strategic and process-minded leader with proven success directing financial and operations management;
- A minimum of five years of senior level experience is supported by your accounting designation;
- Demonstrated experience implementing appropriate controls and systems taking user requirements and scale of the organization into account;
- Maintains all information in a confidential and professional manner.
- Models appropriate behavior in interaction with persons served, staff, families, community resources and other audiences;
- Ability to demonstrate a high level of ethics, integrity, diplomacy and initiative;
- Strong personal/written communication skills to clearly and effectively express ideas along with demonstrated presentation and public speaking skills and the ability to network;
- Strong planning and organizational skills with attention to detail;
- Demonstrate cooperative attitude and tolerance for stress when confronted with critical situations;
- Ability to work under pressure while maintaining positive regard for others;
- Experience with not-for-profit activities, regulations and reporting requirements in Milwaukee;
- Experience with affordable housing in City of Milwaukee a significant asset;
- Strong ability to successfully lead and be part of a team;
- Proven excellence of interpersonal skills dealing with internal and external stakeholders, external advisors, and different levels of government;
- Up to date knowledge of financial and accounting legislation and standards;
- Highly regarded by auditors and audit committees s/he has worked with in the past;
- A passion for the mission of Habitat for Humanity.