

Finance Manager

Position Summary

This full-time exempt position is responsible for gathering and reporting the financial position of Lake Agassiz Habitat for Humanity (LAH) to the Executive Director and the Board of Directors in an accurate, complete, and timely manner. This role also coordinates and oversees Human Resources activities in partnership with the Executive Director, IT and security management, job costing, thrift retail, mortgage servicing and lending, nonprofit and government accounting, payroll, accounts payable and accounts receivable. This role works in support of both the Affiliate and ReStore vision and mission.

Key Areas of Responsibility:

1. Finance and Accounting:

- Direct and oversee all Finance & Accounting functions of the organization.
- Provide leadership in the development for the continuous evaluation of short and long-term strategic financial objectives. Provide executive management with advice on the financial implications of business activities.
- Ensure credibility and manage processes for financial reporting, forecasting, budgets, and financial trends.
- Ensure that effective internal controls are in place and ensure compliance with GAAP & applicable federal, state & local regulatory laws.
- Generate monthly and annual financial statements. Prepare reports for Directors as needed, such as job ledger cost reports, budget performance reports, functional expense analysis, grant application reports, fundraising/donor reports, etc.
- Lead the annual budget process working staff leadership team and board treasurer.
- Actively manage the budget by regularly working with staff leadership team and board treasurer to control costs and stay within budget. Collaborate with staff leadership team regarding implementation of best practices, staying within established budgets and guidelines and streamlining processes.
- Lead staff leadership team to ensure the affiliate maintains good standing through accurate and timely quarterly reporting, compliance with policies, and other matters.
- Supervise, manage, and support Bookkeeper position to include general ledger tasks, accounts payable and account receivable to accomplish essential duties and responsibilities. Monitor job performance through regular check-ins and annual reviews.
- Supervise, manage, and support Payroll provider to accomplish essential duties and responsibilities. Monitor job performance through regular check-ins and annual reviews.
- Responsible for monthly asset, liability, and bank account reconciliations.
- Manage cash flow and maintain accurate forecasts of organization's cash position.
- Direct the annual external financial audit and 990 Tax Return preparation.
- Manage annual workers compensation audit by preparing necessary vendor documentation and working with external auditor.
- Prepare and administer annual 1099s and W-2s.
- Other related duties as assigned.

2. Administration:

- Oversee all human resource functions in partnership with the Executive Director. Maintain employee personnel files to ensure they are current and in compliance with all regulations and laws. Review and maintain employee benefit plans and elections.
- Process bi-weekly payroll and all related tax and benefit reporting. Ensure compliance with all payroll changes and regulations. Responsible for accuracy of employee deductions for garnishment requirements, health insurance, and 401K contributions.
- Function as primary IT & security liaison with outsourced IT companies.
- Review and amend employee handbook and benefits packages annually with the Executive Director.
- Prepare and Complete Annual Report filing.
 - State of North Dakota, Secretary of State.
 - State of Minnesota, Secretary of State.
- Prepare and Complete Annual Charitable Organization Report filing.
 - State of North Dakota, Secretary of State.
 - State of Minnesota, Attorney General.
- Partner family mortgage debt consultation – monthly and as required.
- Work with the Executive Director to ensure the affiliate maintains good standing with HFHI through accurate and timely quarterly reporting, compliance with policies, and other matters.
- Maintain, and report on, Operations Reserve Fund.
- Formalize, launch and manage endowment.
- Formalize and launch Finance Committee
 - Support committee chair person.
 - Set committee vision, annual goals and report monthly.
- Support Fundraising role and fundraising activities, as needed.
- Oversight of accounting software (ie, Great Plains Accounting, QuickBooks, etc...).
- Other related duties as assigned.

Our Benefits:

We believe that if we take care of our people, they'll take care of our customers and donors. That's why, as part of our team, you'll have a package of benefits including:

- High Deductible Medical Plan with a company funded HSA; company covers 100% of employee monthly premium, Company provides Short-Term and Long-Term Disability, Life Insurance.
- Vision & Dental plans are available as electives, at the employee's expense.
- Vacation, Personal/Sick Paid Time Off (PTO) and 10 paid Holidays.
- 401K; with a 4% maximum match, eligible upon employment.
- Employee Assistance Program (EAP).
- ReStore Discount.

Skills and Qualifications:

1. Required

- Alignment and commitment to Habitat for Humanity vision and mission.
- 4 year degree in Business Administration, Accounting or equivalent.
- 3 years of experience in leadership role and people management.
- Prior accounting or book keeping experience.
- Strong Excel experience and MS Office 365 knowledge and willingness to learn LAHFH's computer systems.
- Self-motivated, reliable and enthusiastic. Enjoy working with people from diverse backgrounds.
- Able to work well with others.

- Strong social media skills with proven experience.
 - Ability to handle and defuse challenging situations with tact. Excellent communication and conflict resolution skills
 - Commitment to safe working environment.
 - Ability to perform most tasks in the absence of staff or Executive Director.
 - Ability to operate office equipment including copiers, fax machines, etc.
 - This position requires physical activity to perform the essential duties and responsibilities with reasonable accommodations upon request.
2. Preferred
 - General knowledge of construction and construction materials.
 - Prior hospitality experience desired.
 - Prior work experience in a non-profit environment.
 - Prior volunteer experience with Habitat for Humanity.
 3. Work Location
 - This job is located at 210 11th St. North in Moorhead, Minnesota. The successful candidate will be required to work in person at the Habitat office address listed above.
 4. Lake Agassiz Habitat for Humanity is an Equal Opportunity employer.
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