



Position Title: Director of Accounting

Reports to: Executive Director

SUMMARY:

The position is responsible for all accounting functions of HFHSCC in accordance with generally accepted accounting principles and practices. The individual works with the Executive Director and Finance Committee on budgeting, financial reporting, and financial policies and procedures. The accountant services the mortgage loans held by Habitat and must maintain up to date knowledge of pertinent mortgage practices and serves as the grant financial administrator.

KEY DUTIES AND RESPONSIBILITIES:

ACCOUNTING

- Creates and maintains breakdowns of functional expenses.
- Is responsible for day-to-day entry of deposits and bills for affiliate and ReStore.
- Maintains banking and credit card relationships.
- Coordinates development of the affiliate budget.
- Prepares G/L entries to adjust all accounts as needed.
- Reconciles G/L, subsidiary ledgers and checking accounts monthly.
- Maintains the organization's accounting and finance-related policies and procedures, internal controls and chart of accounts.
- Ensure implementation of financial policies, grant processes and internal controls across the organization.

REPORTING

- Is responsible for financial reporting which includes cash flow analysis, monthly financial reports and monthly projections as requested by Directors and Board.
- Prepares reports for directors, board and auditors as needed, such as Cost of Builds, Budget Performance Reports, Functional Expense analysis, etc.
- Produces monthly budget vs. actual reports, P& L's & Balance Sheet.
- Prepares records and reports for year-end audit by independent audit firm.
- Creates projections for future projects and expenses.

GRANT FINANCIAL ADMINISTRATOR

- Manage financial aspects of all grants and contracts, including tracking expenses, receivables, and payments.
- Manage all government grants to ensure compliance with all rules, regulations, and requirements, which are specific for each grant.
- Prepares financial reports for grants.
- Prepare and execute disbursement and reimbursement payments for grants and loans as needed.

PAYROLL / HUMAN RESOURCES

- Prepares bi-weekly payroll.
- Is responsible for all associated tax payments and reporting.

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Habitat for Humanity of St. Charles County is an Equal Opportunity Employer.*

LOAN ORIGINATION & MONITORING

- Is required to complete annual QLO training (Qualified Loan Originator)
- Works with Homeowner Support Manager (HSM) for Homeowner Selection, ongoing mortgage support and home loan closings.
- Calculates sale price of homes, appropriate mortgage amounts based on income and down payment sources.
- Is responsible for servicing in-house loans.
- Properly document 30-60-90-120 letters of delinquency and report aging monthly in partnership with HSM.
- Maintain mortgage and escrow records to meet industry acceptable standards.
- Must provide accessible real-time mortgage status information when requested.

CONSTRUCTION BID PROCESS / COSTING

- Establishes project budgets in QuickBooks.
- Ensures lien and/or material waivers are collected from subcontractors and vendors.
- Collects W9s and insurance documents from subcontractors.

QUALIFICATIONS

- Bachelor's degree or comparable experience in accounting with QuickBooks experience is preferred.
- Exceptional verbal and written communication skills.
- Excellent organizational skills and detail orientated.
- Excellent judgment in decision-making.
- Team player with strong collaboration skills.

SALARY AND BENEFITS

Competitive Salary based on experience: \$55,000-\$60,000

Benefits:

- Health Insurance
- Vision Insurance
- Dental Insurance
- Life Insurance
- Paid Time Off and Holiday Pay
- Employee Assistance Program
- Work from Home on Monday's

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