

Finance Director

Job Summary:

The Finance Director of Habitat for Humanity of Cape Cod oversees all financial operations, including accounting, budgeting, financial planning, reporting, and compliance. This role provides strategic financial leadership, ensures sound fiscal management, optimizes financial systems, and maintains compliance with relevant laws and regulations.

Responsibilities:

Financial Management

- Oversee all financial functions, including planning and analysis, cash management, investments, taxes, and banking.
- Develop project proformas in collaboration with Construction and Land Acquisition teams.
- Prepare forecast and finance dashboard reports with the Board Treasurer.
- Manage and provide necessary documentation for the annual audit conducted by an independent firm.
- Identify, assess, and communicate financial risks and opportunities.
- Maintain and update fiscal policy manuals and procedures in collaboration with staff leadership.
- Review weekly financial reports from the bookkeeper.
- Monitor bank transactions, ensuring accurate reporting in QuickBooks.
- Forecast cash flow to maintain adequate reserves.
- Implement prudent money management strategies to ensure reasonable returns within HHCC's risk profile.
- Manage insurance and payroll accounts.

Budgeting, Planning, and Reporting

- Develop and oversee fiscal processes, including forecasting, budgeting, cash flow management, reporting, and auditing.
- Generate and distribute monthly budget vs. actual reports by department.
- Prepare financial pro forma cash flow reports integrating construction costs and income sources, including:
 - Construction draws, funding sources, and budget variances.
 - Monthly construction costs and funding details (e.g., CPC, FHLBB, home sponsorships, solar incentives).
- Create ad-hoc QuickBooks reports as requested by staff.
- Complete annual town ABC and other required reports.

Communication and Coordination

- Provide financial support and reporting for leadership, including the CEO, COO, Resource Development, Construction, and ReStore Directors, as well as the Board.
- Prepare materials for and participate in Finance Committee meetings.
- Serve as the staff liaison to the Board Treasurer.
- Develop financial reports for Board meetings and attend as needed.
- Track Resource Development financials and reconcile with QuickBooks and the RD database (Little Green Light).
- Apply for grants requiring financial expertise, including:
 - Federal Home Loan Bank of Boston (FHLBB).
 - State programs such as MA Empower.
 - Other emerging financial opportunities.

Supervisory Responsibilities

- Oversee the contracted bookkeeper.
- Provide financial guidance to relevant staff members.
- Collaborate directly with the Board Treasurer and Finance Committee

Preferred Skills and Qualifications:

- Bachelor's degree or higher in Accounting, Business Management, or equivalent experience.
 - Five or more years of financial management experience, preferably in the nonprofit sector.
 - Proficiency in Microsoft Excel and financial software.
 - Strong analytical and problem-solving skills.
 - Excellent interpersonal and communication skills.
 - Ability to work independently and collaboratively.
 - Experience with QuickBooks reporting.
 - Familiarity with nonprofit, construction, or retail accounting is a plus.
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Additional Information:

- Full-time, 40 hours per week.
- Exempt/salaried position.
- Reports to the President & CEO.
- Commitment to Habitat's mission is essential.