ORGANIZATIONAL MISSION
Seeking to put God’s love into action, Habitat for Humanity brings people together to build homes, communities and hope.

PRIMARY PURPOSE OF JOB
To manage, in light of the principle and goals of Habitat for Humanity of Springfield, MO, Inc. (HFHS), all aspects of the financial function. This position has the key accountability areas of: administrative and accounting support for the HFHS program ministry and resale store (Habitat’s ReStore), accounting, financial management/budgeting/reporting, payroll, donations tracking, mortgage management, and financial support of grants and construction projects.

ESSENTIAL FUNCTIONS AND PERFORMANCE AREAS - Other duties may be assigned
Accounting and Financial Management
- Maintain all accounting records following generally accepted accounting procedures and follow financial controls and practices.
- Prepare past financial data in support of grant requests, working closely with the Executive Director and other staff to meet grant requirements.
- Perform timely and accurate monthly bank reconciliations on all organizational bank accounts, reporting any discrepancies to the HFHS Executive Director and Treasurer.
- Monitor bank activities using the authorized access to the online banking systems.
- Work with Treasurer and Auditor to ensure timely and accurate completion of annual tax filings and audit.
- Monitor ReStore inventory and cash controls including, but not limited to, daily deposit review, surprise cash counts, quarterly physical inventory counts, and other means consistent with HFHS policies.
- Work with Treasurer to plan and lead monthly Finance Committee meetings.
- Keep Executive Director, Construction Director, and ReStore Director informed of status on jobs, profitability, and cash flow.
- Take initiative to make recommendations for change that would improve accounting controls and make accounting activities more efficient.

Financial Reports
- Prepare monthly Financial Reports, Bank Reconciliation Detail Report, Dashboard Report, Mortgage Management Reports, Job Cost Reports, and Cash Projections Report for the Board of Directors; review those reports with the Board Treasurer and Executive Director before distribution to the Finance Committee and Board of Directors.
- Prepare staff report for Executive Director at least one week prior to Board Meetings, identifying mortgage status, trend in giving, major donors, and other data as required.
- Provide departmental directors with monthly financial statements and budgeted funds to assist them in managing their budgets and programs.
• Ensure all accounts are in up-to-date status including construction job-cost accounts and reports, providing weekly reports to the Construction Director, and monthly financial status reports to the Executive Director.
• Update and publish monthly the Cost of Homes sold analysis report, providing a copy to the Executive Director, HFHS Treasurer, and Construction Director.

Payroll
• Administer payroll including tracking and reporting employment hours worked, benefit hours taken, pay rate changes, and submission to the external payroll processing company.
• Answer staff questions regarding their payroll and intervene to correct any errors or omissions.
• Track and report monthly to the Executive Director and Directors the status of all benefit hours.

Corporate/Financial Records
• Maintain reports and filing of all corporate financial controls and practices and reports.
• Perform annual audit/review of the sub-contractor certificates of insurance records that are maintained by the Construction Director and notify the Executive Director of findings and any deficiencies.
• Maintain current signatures on record with the bank.

Donations and Receipts
• Supervise deposits, cash-counting, and drop-box access; ensure timely receipt, reporting, and tracking of donations, mortgage payments, pledges, and/or other monetary transactions in appropriate manner and following generally accepted accounting procedures.
• Maintain and manage appropriate balances and fund transfers.
• Maintain petty cash.
• Reconcile and audit credit card transactions between the point of sale and credit card companies and the bank statement.
• Process grant funds from governmental, SHOP, and other sources per their requirements.

Accounts Payable and Bill Payments
• Manage accounts payable, coordinate coding with responsible staff, entering in QuickBooks, and projecting cash flow requirements and amounts.
• Write payable checks and ensure bills are paid on time.
• Book expenses and withdrawals from the bank account.

Mortgage Management
• Manage mortgage payment activity to include, but not limited to, the enforcement of the payment policy, managing escrow accounts, and communicating account information with mortgage servicing provider.
• Reconcile mortgage servicing provider reports with mortgage receivable balances.
• Record sale of property and book mortgage receivables at time property is closed.

Information Systems and Administrative Support
• Perform accounting, correspondence, and filing in accordance with generally accepted accounting principles and dual-accountability systems.
• Maintain computer network system for organization to include, but not limited to, recommendations for upgrades, consistent software across systems, daily back-ups, troubleshooting, and routine maintenance.
• Maintain safe and routine off-site storage of information systems backup as a part of a disaster recovery plan.
Other Duties

- Offer devotions at staff meetings, build sites, or in other settings as requested.
- Assist with other projects when requested while being flexible and acting as a team player.
- Provide a warm, welcoming, and professional environment.
- Be available to assist at build sites as requested.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS

- Commitment to the Habitat for Humanity concept as a Christian housing ministry; knowledge of and commitment to the HFHS core values, principles, and covenant, as well as willingness to work on a collaborative team.
- Knowledge of QuickBooks, Microsoft Word, Excel, Outlook, PowerPoint and the ability to learn new software as needed.
- Knowledge and practice of generally accepted accounting principles, accounting practices, accounts payable and receivable, payroll, mortgage servicing and escrow management.
- Ability to effectively write reports, correspondence and communications.
- Ability to effectively present financial information to department directors and Board of Directors.
- Strong oral and written communication skills.
- Ability to relate to all types of people and levels in and outside the organization.
- Ability to problem solve, manage multiple priorities, and complete tasks in a timely manner.
- Ability to take initiative and demonstrate leadership skills in a team to meet organizational needs.

CORE COMPETENCIES

Partner Focus: Ensuring that our partners' perspective (homeowner, homebuyer, donor, volunteer, ReStore customer, etc.) is a driving force behind all business decisions and activities; crafting and implementing service practices that meet the needs of our partners and the Habitat for Humanity organization.

Leading Through the Habitat for Humanity Vision and Mission: Keeping the Habitat for Humanity vision and mission at the forefront of all associate's decision-making and action.

Building A Successful Team: Using appropriate methods and a flexible interpersonal style to help build a cohesive team; facilitating the completion of team goals.

Innovation: Generating innovative solutions in work situations; trying different and novel ways to deal with work problems and opportunities.

Leadership Disposition: Demonstrating the traits, inclinations, and dispositions that characterize successful leaders; exhibiting behavior styles that meet the demands of the leader role.

Strategic Decision Making: Obtaining information and identifying key issues and relationships relevant to achieving a long-range goal or vision; committing to a course of action to accomplish a long-range goal or vision after developing alternatives based on logical assumptions, facts, available resources, constraints, and organizational values.
EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS

- Bachelor degree in Accounting or related field required.
- Minimum five years of accounting experience required.
- Working knowledge of mortgage management principles preferred.
- A valid driver license and clean driving record that will meet insurance requirements.

PHYSICAL CONTEXT AND WORK ENVIRONMENT

<table>
<thead>
<tr>
<th>Physical Requirements</th>
<th>Percentage of Work Time Spent on Activity</th>
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<tbody>
<tr>
<td></td>
<td>0-24%</td>
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<tr>
<td>Seeing: Must be able to see to read</td>
<td></td>
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<tr>
<td>documents/reports, use computer, and</td>
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<tr>
<td>make presentations.</td>
<td>X</td>
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<tr>
<td>Hearing: Must be able to hear well</td>
<td></td>
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<tr>
<td>enough to communicate with team</td>
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<tr>
<td>members, volunteers, Board of</td>
<td></td>
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<tr>
<td>Directors, and general public.</td>
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<tr>
<td>Sitting: Must be able to sit for long</td>
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<tr>
<td>periods of time.</td>
<td>X</td>
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<tr>
<td>Standing/Walking: Must be able to</td>
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<tr>
<td>move about the work area.</td>
<td>X</td>
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<tr>
<td>Climbing/Stooping/Kneeling: Must be</td>
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<tr>
<td>able to stoop or kneel to file</td>
<td>X</td>
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<tr>
<td>documents.</td>
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<tr>
<td>Lifting/Pulling/Pushing: Must be able</td>
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<tr>
<td>to lift and/or carry more than 30</td>
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<tr>
<td>pounds.</td>
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<tr>
<td>Grasping/Feeling: Must be able to</td>
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<tr>
<td>type and use equipment and electronic</td>
<td>X</td>
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<tr>
<td>devices.</td>
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The work environment is usually a well-lighted, environmentally controlled indoor office environment with a moderate level of noise. Periodic travel to construction sites, committee meetings, or Board meeting locations required.

*The statements herein are intended to describe the general nature and level of work being performed, but are not to be seen as a complete list of responsibilities, duties, and skills required of personnel so classified. Also, they do not establish a contract for employment and are subject to change at the discretion of the employer.*

_________________________________________   ______________________________
Employee Signature                           Date