

Position Profile

Habitat for Humanity of Minnesota

is seeking a

Finance Director



Habitat for Humanity of Minnesota

Vision

We envision a world where everyone has a safe, stable, and affordable place to live.

Mission

Habitat for Humanity brings people together to build homes, community and hope.

Through advocacy, collaboration, and leadership, Habitat for Humanity of Minnesota advances the work of Minnesota's Habitat for Humanity affiliates to create and preserve affordable homeownership.

For more information visit Habitat Minnesota's website: www.hfhmn.org



About Habitat for Humanity of Minnesota

Habitat for Humanity of Minnesota (Habitat Minnesota) is a statewide support organization for Minnesota affiliates of Habitat for Humanity International. We provide resources to the 25 Minnesota affiliates to advance their work to create and preserve affordable homeownership in partnership with working families.

Habitat Minnesota was created in 1997 initially as a financial intermediary, providing centralized distribution of capital to affiliates. Today, Habitat Minnesota offers a range of programs, including resource development, advocacy, training, and networking.

Fiscal Year 2022 Highlights

- **267 Minnesota families** served statewide. **Deployed \$450,000** in CDFI Rapid Response Program financial products.
 - **\$570,000 in 2020 Second Mortgage Down Payment Assistance** distributed.
- **\$1.9M** distributed to Minnesota affiliates, totaling \$93.8 million distributed since 1997



Guiding Philosophy

Founded in Christian principles, centered in a radical effort to create and live out a vision for our world where everyone has a safe, stable and affordable place to live, Habitat Minnesota is committed to an intersectional approach to diversity, equity, inclusion and anti-racism.

All people have a right to a safe, stable and affordable place to live and we are working towards dismantling the systemic barriers to this goal for communities who have been historically marginalized and intentionally left behind

Organizational Values

Racial Equity: Affordable homeownership is key to eliminating racial disparities in education, health, and wealth and our system is inequitable today. We are responsible for and pursue work towards advancing racial equity in affordable homeownership.

Leadership: Habitat Minnesota is an affordable housing leader bringing about systemic change and advancing our mission, so all people have a safe, stable, and affordable home.

Growth and Resilience: Through creativity, responsiveness, and industry expertise, we adapt and pivot as our communities' needs change and adjust. Strong networks integrate and advance learning. Strong networks are resilient.

Community: We believe our community is one of our greatest assets and we strive to deepen Habitat's collective impact in our region by centering collaboration, connection, and strong partnerships in our work.

The Role

The Finance Director & Controller leads Habitat for Humanity of Minnesota's finance operations and is responsible for financial analysis, overseeing the financial statements, systems and managing the accounting contractor. Responsibilities include assisting leadership with important financial decisions, preparing and monitoring company's financial documents/reports, supervising contractors, and understanding the financials of the company to advance the work of Habitat Minnesota, meet legal requirements, and keep the financial state in good standing. The incumbent maintains the Organization's books, records, and financial statements in accordance with generally accepted accounting principles, including non-profit accounting, regulatory pronouncements, and internal policies. The position supervises functions responsible for payroll, job cost, accounts payable, cash flow analysis and business line financial analysis.

Reporting Relationships

The Finance Director reports to the CEO and has one (1) direct report:

- Accountant (part-time)

Salary and Benefits

Habitat Minnesota offers a comprehensive benefits package that includes vacation and sick leave, 401K match, flexible work schedule, health and dental benefits, and others. The salary range for this position is \$85,000 to \$110,000 depending on qualifications.

Working Environment

Habitat Minnesota is a mission-oriented, vibrant organization that is growing in operations, brand recognition, and programs and services. Habitat Minnesota offers and provides a flexible work schedule and environment. Staff operate in a hybrid work environment that leans towards 1-2 days of in-office work for some, or daily for others. Habitat Minnesota centers our mission, values, and

customers in our decision-making process and program design. The team enjoys laughter, innovative solutions, and meeting our goals and priorities.

- Habitat Minnesota business hours are typically between 9:00 – 5:00 pm; staff schedules vary based on working preference and demands of the position.
- Position may work some evenings to meet organizational and client needs.
- Pleasant, secured ground level office suite; hybrid work environment with remote work and in-office work available. Dog-friendly office space.
- Noise level in the office environment is usually quiet to mild
- Free parking

Key Responsibilities

Financial Oversight and Accounting

- Manage Accountant to ensure quality assurance and required approvals and policies are implemented.
- Oversee cash management process including monitoring cash position, banking activity, debt management and reconciliations.
- Maintain accounting policies and procedures.
- Develop and monitor internal controls.
- General ledger administration and maintenance of the general ledger system and reporting package:
 - Prepare and review journal entries
 - Ensure monthly reconciliation and analysis of general ledger accounts
- Prepare monthly and quarterly financial management reports and analysis including ad hoc reports.
- Coordinate the annual audit and tax filing process, prepare financial statements and supporting schedules, including managing loan discounting schedules, facilitate contracted auditor relationship and respond to audit inquiries.
- Stay up to date with current accounting requirements.
- Perform federal and state grant accounting functions, providing activity reports, and working with staff to ensure contract compliance and proper revenue recognition.
- Oversee payroll accounting and related controls: work in accordance with payroll provider.
- Conduct regular financial reviews with CEO, Executive and Finance Committees of the Board of Directors including cash flow projections, budget to actuals reporting, and all other monthly financial reports.

Budgeting and Financial Forecasting

- Partner with CEO, Lending & Grants Director, and Advancement Director to create annual fundraising and revenue expectations for annual budget and planning purposes to achieve strategic goals.
- Develop the annual budget and mid-year forecast and coordinate development and analysis of department budgets/forecasts. Proactively work with department leaders on annual and monthly budget and forecast related questions.
- Recommend to CEO members for the Finance Committee of the Board of Directors; serve as the staff lead for the Finance Committee of the Board of Directors; coordinate and prepare all relevant materials.
- Balance financial growth through applicable business line analysis.
- Conduct financial analysis as needed for business line reporting and program growth or design.
- Support new product and business development concepts through providing financial projections, business plan financials, and other revenue and expense assumptions for new products.

Finance and Lending Support

- Support Lending department through fiscal policy creation and financial oversight.
- Maintain financial compliance with funder requirements for capital investments, covenants, and reporting.
- Partner with Lending & Grants Director to maintain compliance with all applicable laws and regulations governing lending activities, including UCC filings.
- Reconcile monthly ComputerShare (f.ka. Wells Fargo Trust) statements and amortization schedules for each of the loan programs managed by Wells Fargo Trust, as needed.
- Work with the Lending & Grants Director to identify adjustments as needed with regards to the Trust statements and account balances.

Affiliate Support

- Provide annual training and technical assistance opportunities for affiliates to advance their financial acumen and stability.
- Support affiliates by providing coaching on various topics, including mortgage portfolio management & homeowner delinquencies; striking the right balance between available cash and debt to build the planned number of homes or take on new programming such as ReStore or Home Repair; projecting cash to manage a cash shortage; preparation of financial statements for internal management purposes, Board reporting, and audit preparation.

The Ideal Candidate

We are looking for a finance leader who can think strategically, while centering operational needs, organizational impact, and financial sustainability. Habitat Minnesota is striving to grow its lending programs and capacity building support for Habitat affiliates in our service area. We seek a Finance Director who can balance operational sustainability with stewardship of the financial resources entrusted to our mission.

The ideal candidate has the following experience and qualities:

- Exemplary financial acumen with proven expertise in financial management, budgeting, and tracking results to projections with the ability to understand and analyze the implications of financial statements and projections.
- At least five years' experience in accounting, auditing, or related business experience
- Budget and forecasting analytical experience
- Accounting experience in the lending or construction industry
- Knowledge of non-profit reporting
- Strong problem-solving, analytical, and decision-making skills, with the ability to think creatively. The ability to manage multiple projects simultaneously.
- A thorough, organized and detail-oriented approach to work. Demonstrated verbal and written communication and interpersonal skills.
- Cultural Competence, including passion, interest, and demonstrated commitment to diversity, inclusion, and equity values.
- Commitment to building strong, collaborative, trusted relationships and partnerships with coworkers, peers, and partners.
- Proficient in Microsoft Office Suite, QBO, and Bill.com.

A degree in Accounting/Auditing or Business Administration is required. CPA/CMA preferred, and an MBA in Business would be helpful.

To apply, please email cover letter and resume to cristen@hfhmn.org.