

Job Title:	Finance Director	Job Category:	
Department/Group:	Administration	HR Contact:	Kathy Stark 865-982-8717
Location:	Blount County Habitat Office 1017 Hampshire Drive Maryville, TN 37801	Travel Required:	Limited for training or off-site meetings
Level/Salary Range:	\$50,000 - \$62,000 DOE	Position Type:	Full-time, Exempt
Will Train Applicant:	Yes	Date Posted:	1/13/2025
External Posting URL:	Blounthabitat.org/employment		
Internal Posting URL:	Blounthabitat.org/employment		
Applications Accepted By:			
EMAIL:			
Email: kathy@blounthabitat.org Subject Line: "Finance Director Resume"			
Job Description			
<p>THE ROLE OF THE FINANCE DIRECTOR</p> <p>The Finance Director is responsible for providing administrative support to the organization. This includes but is not limited to Finance, Human Resources, Procurement, and Compliance. This person acts as the "go to" person for the Executive Director. He or She promotes and implements the vision and strategies set by the Executive director. He/she has a key role in ensuring that company workflows and processes are efficient, productive and compliant.</p> <p>JOB SUMMARY</p> <p>This is a full-time exempt position responsible for maintaining the financial position of Blount County Habitat for Humanity.</p> <p><u>Financial Management</u></p> <ul style="list-style-type: none"> - Oversee administrative support staff to ensure financial records in QuickBooks are accurate. - Support the day-to-day financial operations (Pay vendors, deposit funds, create invoices, etc.) - Process payroll and calculate Leave balances in accordance with BCHfH Leave policy. - Support the Executive Director in the creation, analysis and reporting of financial information to the Board of Directors, Auditors, lenders or anyone else as deemed necessary by the Executive Director. - Support the Executive Director in budget preparation. - Direct the annual financial audit and provide information to auditors as needed to support preparation of audit report and 990. - Prepare and submit (on-line) required reports to maintain good standing with state of Tennessee (Annual report, Monthly tax payments via TNTAP, Charitable Solicitation Registration, etc.). - Ensure insurance is up to date as required by HFHI and as needed for safe and financially secure business operations. - Manage annual workers compensation audit by preparing and submitting (on-line) necessary vendor documentation and working with external auditor. - Provide financial support required by funding organizations (Federal or non-federal) to qualify for reimbursement of funds. E.g. Compliance with applicable sections of 2 C.F.R. 200. - Create internal financial controls and best practices. 			

- Comply with GAAP and other approved accounting methods and practices.

Human Resources

- Maintain employee personnel and benefit files to meet current federal, state and local jurisdiction requirements.
- Oversee coordination of staff benefits including but not limited to health, dental, vision, retirement and workers compensation.
- Ensure that reasonable internal controls are in place to safeguard corporate assets and confidential data, including financial and employee data.

Procurement

- Ensure the procurement policies and procedures are up to date. Research and improve processes, as needed.
- Review and approve requisitions, request for quotes, bid evaluations and vendor performance evaluations.
- Train co-workers in procurement practices, as needed.

Compliance

- Support the Executive Director in creating and maintaining documents to ensure Compliance with Grant, state, local or Habitat for Humanity International requirements. These generally consist of policies (Procurement, Internal Controls, Conflict of Interest, Etc.), and procedures.
- Note that the Programs' Director is responsible for compliance in all Program Department matters.
- Elevate any concerns (real, potential or perceived violations) to the Executive Director, Legal Counsel, BOD or Company ombudsman, as needed.

OTHER

- Perform research as needed to ensure business operations are efficient and compliant.
- Support the Office Administrator in the management of building tenants, as needed.
- Support the Executive Director as needed to manage the Halls Place Homeowners Association.
- Perform other duties as assigned by the Executive Director.
- Oversee the Administrative Assistant's position

STANDARDS FOR MEASURING PERFORMANCE

- Completeness, accuracy, and punctuality of reports and other assignments
- Ability to obtain an unqualified opinion on auditing financial statements.
- Ability to meet or exceed accreditation standards regarding mortgage origination and servicing in partnership with the Director of Homeowner Services
- Maintain a high internal and external customer satisfaction level.
- Maintain high standards of integrity and compliance.

KNOWLEDGE, SKILLS, ABILITIES:

- Bachelors' degree (preferred disciplines are Business Administration, Accounting or related field, or at least 5 years of equivalent experience).
- At least two years' experience in general accounting.
- Nonprofit experience preferred.
- Intermediate to advanced experience with MS Office Suite with focus on Excel.
- Experience with QuickBooks Desktop Non-profit preferred.

- Solid background in applying Generally Accepted Accounting Principles (GAAP) as they relate to not-for-profit entities.
- Critical thinking, interpersonal and problem-solving skills.
- Excellent interpersonal communication and team building skills.
- Strong analytical skills, detail-oriented and solid organizations skills.
- Ability to prioritize and work independently; self-starter and self-motivator; proactive.
- This person must be able to deal with confidential information with a high degree of honesty, integrity and trustworthiness.

PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:

- Most work is performed indoors.
- Long periods of time sitting at a computer entering and analyzing data
- Some tasks involve working with volunteers and staff, while other tasks are performed independently in a quiet setting.
- Must be able to pass background, drug testing, as well as credit reviews

TIME REQUIREMENTS

Average time for this position is approximately 40+ hours per week. Regular office hours are required as well as occasional evening and weekend hours. Blount County Habitat for Humanity maintains a flexible schedule considering the job requirements conducted outside of normal business hours.

DISCLOSURES

Blount County Habitat for Humanity is an Equal Opportunity Employer, committed to non-discrimination and equal opportunity for all without regard to race, color, sex, religion, national origin, disability, sexual orientation, genetic information or reprisal.