

## Chief Financial Officer

The Coastal Empire Habitat for Humanity is a non-profit organization servicing the affordable housing needs of the Savannah/Chatham County community. Since 1983, the organization has made the dream of homeownership for low-to moderate income families a reality. The members working in this organization and Habitat for Humanity chapters at large embody the spirit of servitude, compassion, and community empowerment.

The Chief Financial Officer (CFO) is a vital role in the organization, working with executive leadership, departmental staff, and the public. The ideal candidate for this position has non-profit finance administration experience and thrives in a transformative environment. The CFO works directly with the CEO to carry out the organization's mission and strategic plan. The position will have primary responsibility for planning, implementing, managing and controlling all finance related activities including accounting, financial reporting, regulatory compliance, budgeting, forecasting and analysis, grant reporting, and tax management.

### **Essential Functions/Responsibilities**

- Serve as financial authority when communicating with the board of directors, financial institutions, government entities, and other external stakeholders when acting in the best interest of the organization
- Conduct routine functions of accounts receivable, accounts payable, and general ledger reconciliation
- Maintain the chart of accounts, creating and adjusting account descriptions as necessary according to generally accepted accounting principles (GAAP), non-profit, and Habitat for Humanity standards
- Deliver timely financial reports to the CEO and board of directors, including cash flow forecasts and mortgage delinquency reports
- Cooperate with external CPA firm for organization's annual financial audit
- Lead the annual operating and capital budgeting process, engaging with the CEO and department managers to consider subject matter expert input to construct a fair and comprehensive budget for board review and approval
- Manage payroll administration, including entering time, submitting direct deposit payments, and filing standard payroll tax returns and paying associated tax liabilities as scheduled
- Oversee various Human Resources functions, including tax withholding updates, benefits enrollments and payments, risk management, and employee classification and compensation updates
- Track short-term and long-term debt obligations held by the organization for asset acquisitions, operating reserves, and intermediary financing for partner families
- Collaborate with the Construction Manager to create and maintain project budgets for new residential buildings, considering various funding sources from federal, state, and private entities
- Assist Development Director with grant management and reporting, including conducting analyses to determine feasibility and impacts of grants implementation
- Coordinate mortgage financing strategies with the Homeowner Services Manager, identifying affordable lending sources provided by the City of Savannah, the Neighborhood Assistance Corporation of America (NACA), and private institutions
- File payroll and sales tax returns with the appropriate federal and state taxing agencies and submit timely payments for outstanding tax liabilities
- Develop sound policies and procedures for finance administration and organizational structure that align with the strategic plan and promote efficacy
- Organize and file financial documents according to industry best practices, adhering to the adopted records retention policy.
- Other duties as assigned

### **Employment Standards and Job Requirements**

- Bachelor's Degree in Accounting, Business or a related field is required. Graduate level degree or CPA license preferred
- 5 years of experience in accounting or business-related field
- Thorough knowledge of generally accepted accounting principles
- Proficient in QuickBooks Desktop and QuickBooks Online with emphasis on data integrity and ERP implementation
- Proficient in Microsoft Office 365 (Excel, Word, PowerPoint, Outlook, Teams)
- Demonstrates strong analytical, quantitative, and technical skills
- Exhibits professionalism and professional competence when communicating with internal staff, Board of Directors, vendors, partner families, and other stakeholders
- Maintains confidentiality and high ethical standards
- Innovative and critical thinking skills to resolve challenges
- Prioritize service and altruism, creating and maintaining relationships throughout your tenure that promote the organization's mission

Must possess a valid Georgia Driver's License; must pass a drug screening and background check. This job is performed on site, Monday through Friday during normal business hours from 8:30am to 5:00pm. Any flexibility in the work schedule, including remote work, must be approved by the CEO.

The Coastal Empire Habitat for Humanity is an Equal Opportunity Employer. This job description does not constitute a contract for employment.