

Habitat For Humanity Greater Cincinnati

Director of Finance & Accounting

Reports to: Chief Executive Officer (CEO)

Direct Reports: Accounting Team

Key Partnerships: CEO, VP of Real Estate, Board of Directors, Development & Grant Management, ReStore Operations, Program & Construction Teams

Role Overview:

The Director of Finance & Accounting is responsible for overseeing the financial health and operational efficiency of the organization. This role ensures strong financial planning, budget management, compliance, and internal controls while also leading financial reporting and accounting operations. The Director of Finance & Accounting serves as a strategic advisor to the CEO and Board, driving financial sustainability and aligning financial strategies with the affiliate's mission.

Key Responsibilities:

Financial Strategy & Planning

- Develop and oversee financial strategies to support the affiliate's long-term sustainability.
- Lead the annual budgeting and forecasting processes, ensuring alignment with organizational goals.
- Monitor financial performance, analyze variances, and provide insights to leadership and the Board.
- Partner with the CEO and development team to evaluate fundraising strategies, grants, and capital planning.

Accounting & Financial Reporting

- Oversee the general ledger, accounts payable/receivable, payroll, and monthly close processes.
- Ensure accurate financial statements in compliance with GAAP and nonprofit accounting standards.
- Prepare and present financial reports to the Board, CEO, and leadership team.
- Ensure proper accounting and tracking for restricted and unrestricted funds.

Internal Controls & Compliance

- Maintain and strengthen internal financial controls to safeguard the affiliate's assets.
- Ensure compliance with IRS regulations, grant requirements, Habitat for Humanity International (HFHI) policies, and other nonprofit financial regulations.
- Lead the preparation and coordination of annual audits and tax filings.
- Oversee financial compliance for government and foundation grants.

Treasury & Risk Management

- Manage cash flow and liquidity, ensuring adequate working capital.
- Optimize the use of investments, reserves, and operational cash to support homebuilding efforts.
- Ensure financial risk management strategies are in place to mitigate organizational risks.

Operational & Team Leadership

- Lead and develop the finance and accounting team, fostering a culture of excellence and accountability.
- Provide financial training and guidance to department heads and program managers to enhance financial responsibility.
- Collaborate with program leaders to ensure financial decisions align with organizational priorities.

Qualifications:

- Bachelor's degree in accounting, finance, or economics (CPA or MBA preferred).
- 7+ years of experience in nonprofit finance, accounting, or corporate finance.
- Strong knowledge of GAAP, nonprofit financial reporting, and fund accounting.
- Experience managing audits, grant compliance, and financial operations in a nonprofit setting.
- Proficiency in QuickBooks, financial modeling, and donor management systems.
- Experience supporting and collaborating with a non-profit Board
- Excellent leadership, communication, and strategic problem-solving skills.

We are an equal opportunity employer

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an “at-will” basis.