



**Job Title:** Finance Operations Specialist  
**Employment Status:** Salaried Exempt  
**Reports Directly To:** Chief Financial Officer

**Date Completed:** May 28, 2026

**Job Summary:**

Habitat for Humanity MidOhio is seeking a detail-oriented and highly organized Finance Operations Specialist to join our Finance team. The ideal candidate will support daily financial and administrative operations, including accounts payable and receivable, journal entries, reconciliations, job cost tracking, expense reconciliations, and coordination of financial processes with the Construction department.

This role is critical in ensuring continuity of financial operations, maintaining organized administrative financial workflows, and supporting Habitat MidOhio's mission of building and improving homes for those in need. The ideal candidate will possess strong accounting and administrative skills, exceptional accuracy and attention to detail, and the ability to work collaboratively in a fast-paced, mission-driven environment.

**Essential Duties and Responsibilities** include the following: other duties may be assigned.

- Process vendor invoices and manage payment workflows in a timely and accurate manner.
- Reconcile vendor statements and resolve any discrepancies by verifying transaction details and following up with vendors and staff.
- Conduct expense reconciliations and ensure accuracy of financial records and supporting documentation.
- Enter financial data, post transactions, and perform basic accounting assignments requiring verification and adjustment.
- Support the month-end close process, including preparing journal entries, accruals, and account reconciliations.
- Maintain accurate and organized financial records by properly saving and filing documents electronically.
- Ensure continuity of finance-related work and communication with the Construction department by coordinating job cost tracking, invoice processing, and financial documentation across systems and teams.
- Organize and support administrative financial tasks, including document management, workflow coordination, reporting support, and follow-up on outstanding items.
- Work closely with the finance team and cross-functional departments to support business operations and special projects.
- Support the daily cash process.
- Perform other related duties as assigned.

**Job Requirements:**

- **Education:**
  - Associate's degree in Accounting, Finance, or a related field preferred; equivalent work experience may be considered.
  
- **Experience:**
  - Minimum of three (3) years of experience in accounts payable or a similar finance role.
  - Experience with accounting software (e.g., Sage, QuickBooks) and proficiency in Microsoft Office, particularly Excel.
  - Experience in maintaining and handling a large volume of paper invoices and documents.
  
- **Skills:**
  - Strong attention to detail and accuracy in processing financial information.
  - Excellent organizational and time management skills, with the ability to prioritize tasks effectively.
  - Strong communication and interpersonal skills, with the ability to work collaboratively with team members and vendors.
  - Ability to handle sensitive and confidential information with discretion.
  - Ability to work independently while contributing positively to a collaborative team environment.
  
- **Other Requirements:**
  - Commitment to the mission and core values of Habitat for Humanity MidOhio.
  - Ability to work independently and as part of a team in a fast-paced environment.

*EQUAL EMPLOYMENT OPPORTUNITY (EEO)*

Habitat for Humanity-MidOhio is committed to building and retaining a diverse workforce. We strongly encourage qualified candidates of diverse backgrounds to apply. We believe inclusion and diverse perspectives strengthen our workplace and our community.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, marital status, veteran status, or any other protected characteristic under applicable federal, state, or local law.