



Position Title: Finance Manager

Employment Status: Full Time, Salaried, Exempt

Location: Columbus, OH (on-site 5 days per week)

About Habitat MidOhio

Habitat for Humanity-MidOhio (Habitat MidOhio), is an Ohio non-profit housing organization working to solve the affordable housing crisis in the Central Ohio region. Established in 1987, Habitat MidOhio serves the communities of Franklin, Licking, and Madison Counties.

Mission Statement:

Seeking to put God's love into action, Habitat for Humanity – MidOhio brings people together to inspire hope, build homes, empower families, and develop communities.

Vision Statement:

A world where everyone has a decent place to live.

Habitat MidOhio's North Star:

We are a leader in connecting people to opportunity and hope through obtaining and maintaining affordable housing

About the Role:

The Finance Manager position reports directly to the Chief Financial Officer on Habitat MidOhio's Executive Leadership Team. Under the supervision of the CFO, the Finance Manager oversees the day-to-day operations of the finance department. In this role, the manager trains, mentors, and oversees accounting staff responsible for the day-to-day financial operations of the affiliate. The finance manager should be comfortable managing a team through complicated, multi-step, and iterative processes.

The position is also responsible for the month-end and year end close process, financial reporting, audit preparation and other financial and administration functions.

Day to Day:

Essential Duties and Responsibilities

- Maintains the day-to-day, month-in-month-out accuracy of all financial records, such as cash positions, homeowner mortgage activity, funding sources and expenditures.
- Conducts the monthly close, generating affiliate and departmental financial statements, reviewing, analyzing and ensuring overall accuracy, and working with other affiliate staff to gather required data on a timely basis.
- Drafts the monthly Financial Reporting package for the CFO.
- Coordinates and manages the annual audit, gathering supporting documentation as requested by the CPA's PBC (Prepared by Client) letter, and being the primary affiliate contact during the auditor's interim and final field work. Assists the CFO in final review of the audit report, response to any management letter items, and release of the final report. Provide information to allow completion and filing of Form 990 upon audit wrap up.
- Supports the Preparation of the affiliate's annual operating and capital budgets, including projections of affiliate cash flow, and long-term projections in light of the Strategic Plan.
- Develops, proposes and implements accounting policies and procedures.
- Analyzes affiliate operations on an ongoing basis, providing recommendations for improved efficiencies, including opportunities or cautions regarding long-term sustainability.
- Provides leadership to the Finance Department
- Supports Resource Development with Grant support documents and other accounting activities
- Manages accounting activities for all entities (HFHMO, HCRC, HFHMO Funding Corporation and N21st Street) under the consolidated Habitat for Humanity MidOhio
- Leads special projects and reports to management regarding financial performance and significant trends.
- Performs other duties and assignments as directed by the CFO.

Job Requirements:

- Bachelor's degree in accounting, Finance, Business Administration, or equivalent experience.
- 5+ years of accounting experience with an understanding of Generally Accepted Accounting Procedures (GAAP).
- Detail oriented, with solid organization and multi-tasking skills.
- Strong work ethic, self-starter, and ability to work independently with minimal guidance.
- Ability to effectively prepare reports, graphs, and communications for management review.
- Ability to work effectively in a team environment and collaborate with common goals and objectives.
- Advanced proficiency with MS Office, including Excel, Word, and PowerPoint.
- Certified Public Accountant (CPA) preferred but not required.
- Nonprofit experience a plus but not required.
- Ability to work a flexible schedule including some weekends and evenings as required.

Why Habitat MidOhio?

At Habitat for Humanity MidOhio, we believe in building more than homes - we build communities, partnerships, and hope. You'll join a team that's passionate, purpose-driven, and rooted in service. Here, your work directly impacts lives and helps build a more just, compassionate future.

Compensation & Benefits

- Salary range: \$78,000 to \$90,000 annually
- Paid Time Off program + paid holidays
- Health Care Plan (Medical, Dental & Vision) – a generous portion is paid by Habitat MidOhio
- \$2,500 annual employer-funded Health Reimbursement Arrangement (HRA) account
- Company Paid Life Insurance and Short- and Long-Term Disability
- 401(k) enrollment upon 6 mos. of employment: 50% employer match up to 6% of salary
- Monthly cell phone stipend or company cell phone
- Training & development programs
- Employee Assistance Program (EAP)

6665 Busch Boulevard, Columbus, Ohio 43229 * (614) HABITAT * *fax* (614) 505-7497
www.HabitatMidOhio.org * info@HabitatMidOhio.org

