



Habitat for Humanity of Huron Valley Finance Coordinator Position

Habitat for Humanity Huron Valley (HFHHV) is a dynamic, progressive nonprofit organization that works to provide affordable homeownership opportunities for low-income families in Washtenaw County. HFHHV is seeking a motivated, mission-oriented, energetic and fun loving Finance Coordinator to join our team. The candidate should have experience working on an accounting team, and developing a social rapport with team members and staff. Experience in construction and/or nonprofit setting is considered a plus.

Competitive pay and great benefits offered. The successful candidate will report to the Controller and the Finance Director. We offer a friendly and hard-working environment dedicated to our mission of helping families in Washtenaw County.

Position Description: Finance Coordinator

The Finance Coordinator position is responsible for ensuring Accounts Payables are paid in a timely manner and will develop and maintain a system for Gift In Kind. Other duties include completion of construction reimbursement requests, twice weekly deposits of retail income, monthly sales tax remittance, management of 1099/subcontractor files, and other special projects as assigned by Controller and Finance Director.

Requirements:

Basic knowledge of GAAP (Accounting degree preferred)

Experience with QuickBooks, Excel

Strong interpersonal skills and ability to work collaboratively on team

Proven ability to work unsupervised and complete assigned tasks, with excellent skills in teamwork and collaboration; able to manage multiple tasks, meet deadlines, change priorities and adjust schedules as needed.

Reliability in the workplace and flexibility in a growing and fluid work environment

Ability to thrive in an environment of creative problem solving and enjoy developing systems and effective tools for tracking and communicating objectives.

Accounts Payable:

Review and verify invoices and check requests for proper approvals

Scan construction invoices to internal shared drive

Enter invoices into system

Prepare and process electronic transfers and payments

Prepare and perform check runs

Reconcile accounts payable transactions
Prepare analysis of accounts
Monitor accounts to ensure payments are up to date
Research and resolve invoice discrepancies and issues
Maintain vendor files
Correspond with vendors and respond to inquiries

Other Duties:

Assist Housing Director with Requests for Reimbursement (RFR) of construction costs
Prepare Credit Card reconciliations
Remit monthly sales tax
Collect and track lien waivers
Maintain subcontractor files
Submit annual 1099s
Prepare retail income deposit
Develop and implement system to document by item gift in kind receipts
Assist with annual audit
Other special projects as assigned

To Apply:

Email resume and cover letter to laura@h4h.org. Candidates should save resume and cover letter as follows: LastName_FirstName_Finance Coordinator. No phone calls, please.

Habitat for Humanity of Huron Valley provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, weight, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.