



Finance & Accounting

Chief Financial Officer Habitat for Humanity of Orange County

Habitat for Humanity of Orange County (HFHOC) is a non-profit organization that works to provide affordable housing to families throughout Orange County. Through building, renovating and repairing affordable, energy efficient homes we work to establish communities of hope, dignity, and opportunity for low-income families who have a need for better housing, the ability to pay, and a willingness to partner. Habitat for Humanity International, was named a Top Diversity Employer for 2021 by DiversityJobs.com.

Position Overview

Reporting to the President/CEO, you will provide strategic leadership in the management of HFHOC'S accounting and finance functions. You will be responsible for developing good accounting and financial practices to ensure that the finance department works effectively, efficiently and with good accounting principles. In addition, you will serve on and support the HFHOC'S Executive Team, CEO and Board of Directors,

You will oversee all aspects of financial and accounting operations including AR/MR, AP, general ledger and payroll. This will include identifying and managing business risk and insurance requirements and ensuring the integrity of HFHOC'S financial information, internal controls, accounting records, all financial reporting, and annual audits. You'll also oversee affiliate budget and construction budgets. You will make your mark in a key strategic role supporting affordable housing in orange county

The Role: Primary Responsibilities and Duties

- Direct and provide oversight to all financial projects and transactions.
- Develop and monitor policies and procedures to ensure integrity of financial, audit and procurement systems.
- Manage construction project accounting.
- Project, analyze and manage cash flow.
- Provide oversight and direction to fixed asset management.
- Establish and maintain positive banking relationships.
- Source external funding.
- Review financial and insurance requirements of contracts.

- Coordinate financial audits and IRS requests.
- Ensure compliance with government and industry guidelines.
- Maintain appropriate insurance portfolio to include type form and level of coverage.
- Provide oversight and direction to Homeowners Association (HOA) Financial Management.
- Responsibility of overall leadership direction and guidance of ReStore Operations and its management.
- Communicate financial status and issue to management and Board of Directors.

Ensure strong accounting and finance functions to support entrepreneurial growth at a leading non-profit

If you have strong financial experience and the ability to influence and inspire people at all levels, this position offers you some compelling opportunities. You will:

- Make an impact at a time of positive change, ensuring efficient and well-controlled financial processes as we evolve, including expanding our focus to include both single-family and multi-family solutions.
- Join a highly respected organization that consistently delivers real results that improve the quality of life in communities around the world -- and focus on Orange County.
- Showcase your leadership skills as you collaborate with the President/CEO and other HFHOC executives, the Board of Directors, and others.
- Play a key role in a diverse organization that includes home building, home repair, neighborhood revitalization, retail stores and education.
- Earn competitive compensation and comprehensive benefits at an employee-centered organization committed to investing in professional development.

Keys to Success

It should be clear by now that there is positive change under way, and all of our leaders are change agents. At the same time, we want to make sure you understand that it's also important to respect the successes of the past. If you identify the need for changes in your department, we'll look to you to leverage your leadership and interpersonal skills to "sell" your ideas through influence. You should have the big picture vision to see five years into the future, as well as the agility to respond quickly to opportunities and challenges that may arise.

Support new approaches

With new leadership in place, HFHOC is working to make an even greater impact on the community, growing our organization to increase both the number of families we put in housing and the rate at which we do so. You will advise our leaders regarding maximizing resources and building capacity.

Entrepreneurial with a mission

HFHOC is a non-profit organization with an important mission: establish communities of hope, dignity, and opportunity for low-income families. However, we believe the best way to achieve this mission is to take an entrepreneurial approach. We welcome new ideas, and we remain open to new opportunities.

Expand your knowledge and capabilities

We're exploring a variety of housing development solutions, from single family homes to condominiums. With our diverse operational model, its very likely that you'll add to your experience, whether in real estate, POS accounting or construction accounting and financing.

Skills and Abilities

Character counts. In some situations, you will be the face of HFHOC, and we'll expect you to be an upstanding citizen and respected leader, both internally and externally. You'll need to be able to establish credibility in short order and leverage your people skills to build from there. You should be able to strike the right balance between assertiveness and compassion. In addition, to be an outstanding CFO you will:

- Empower staff while also holding them accountable.
- Promote teamwork, consensus and collaboration among diverse partners.
- Multi-task effectively, balancing internal and external stakeholder needs.
- Remain approachable and genuine.

Job Requirements

To be a good fit for the CFO opportunity, you will have:

- 15+ years of financial experience that Includes:
 - Financial reporting at the Board of Director level.
 - Responding to and directing the resolution of financial audits.
 - Financial strategic planning and development of bank relationships.
- A bachelor's degree in accounting or related field required. A master's degree and/or CPA is preferred.
- 7 to 10 years of management experience, culminating in a senior finance role.
- Experience serving as a fiscal officer in a nonprofit agency setting.
- Experience and a high level of skill in working with board members, major donors, and corporation and foundation leaders.
- Demonstrated acceptance of and respect for cultural diversity in all its forms, including ethnicity, gender, sexual orientation, abilities, and religious backgrounds.
- Computer competency, including Word, Excel, and Outlook. Preferred accounting systems are MIP Sage Fund Accounting for Non-Profits and PC America's POS system.

- Experience in commercial real estate dealings, POS accounting and construction project financing is a plus.

In addition to possessing these core functional competencies, you should have:

- A deep commitment to the mission, vision, and values of HFHOC.
- Excellent communication skills, including being an active listener, articulate speaker, and clear and persuasive writer.
- Demonstrated initiative and entrepreneurial skills.
- High energy, a strong work ethic, and an unquestioned reputation for honesty and integrity.
- A detail orientation with the ability to effectively multitask, prioritize, and meet deadlines.
- The ability to motivate and inspire confidence from staff, colleagues, and board members.

The position is based in Santa Ana, California, and relocation assistance is available.

Salary range: \$145,000 to \$175,000 per year

Please send resumes to info@habitatoc.org