



Habitat for Humanity of Greater Volusia County (HFH of GVC) seeks a **Full-time Finance Manager**. The successful candidate will have a strong background in financial accounting with an appreciation of the Habitat model which provides affordable home ownership for persons within HFH of GVC service area.

Required knowledge and skills:

- Analysis, oversight and preparation of monthly financial statements provided to the Finance Committee and Board of Directors in an accurate and professional manner.
- Strong background in financial accounting – including accounts payable, accounts receivable, payroll, reconciliation of bank accounts and reconciliation of subsidiary mortgage portfolio ledger.
- Human Resource responsibility to include onboarding of new employees, benefit administration of all staff benefits.
- Responsible for coordination of all affiliate insurance policies (general, auto, worker's compensation, and excess umbrella).
- Coordination of loan origination for the affiliate, including the underwriting of mortgage loans to comply with government standards.
- Oversight of affiliate fixed asset depreciation schedule; including fleet inventory coordination (insurance, tag renewal and maintenance schedules).
- Coordination of IT services (third party vendor) for the administrative office.
- Prepare & provide necessary reports for grant funding within the deadline requirements.
- Prepare yearly escrow analysis for mortgage portfolio per government standards and maintain mortgage discount amortization schedule.
- Coordinate/prepare the yearly budget with HFH of GVC management and Budget Committee (a subcommittee of the Finance Committee).
- Responsible for coordination of yearly audit and 990 tax preparation for the organization.
- Opportunity to participate in special projects as directed by the Director of Operations or CEO.
- Required participation in affiliate event fundraisers, yearly volunteer picnic and Christmas Breakfast.
- Ability to work with the Director of Operations and receive/follow direction. Reports/answers directly to the Director of Operations.
- Excellent people skills working with people of all backgrounds. Values a team approach. Results driven.

This is a full -time position with an estimated 40 hours weekly. The hours will typically be from 8:30 am to 4:30 pm, Monday through Friday; may occasionally require hours outside of normal workday.

Starting salary is between \$48,000 and \$52,000, depending upon experience. Full time benefits, following a 90-day probationary period, include health insurance currently paid at 90% (10% employee participation), dental coverage, life insurance and a 3% Fidelity match. Vacation and PTO time are provided as well.

The Habitat mission promotes the ideas of opportunity, accountability, and achievement. For the right candidate, this position offers a unique opportunity to truly make a difference in our community.

Hiring Requirements include background and credit checks, medical and drug screening.

How to Apply: Please send a Cover Letter that includes your specific experience, education and interest in this position and a resume by email or regular post to: Pamela Greenhaw, Director of Operations, 1030 W. International Speedway Blvd. Daytona Beach, FL 32114 email: operations@habitatgvc.org.