

# Fiscal Manager- General Operations

## Position Summary

Habitat for Humanity of Greater Providence and East Bay ("HabitatPVD-EB") seeks an experienced, energetic, and mission-aligned professional to join our team as the Fiscal Manager for our organization. This position reports directly to the Executive Director and works in collaboration with staff, volunteers, vendors, and contractors for our Aging in Place Program, Homeownership Program, Workforce Incubator Program, and Home Improvement Program, to achieve the financial goals and objectives of the organization. The Fiscal Manager will oversee all financial accounting, budgetary needs, compliance, procurement, and human resources for the agency. The selected candidate will manage the day-to-day financial operations which included but are not limited to document sourcing, reconciliations, reporting, invoicing, payment processing, budget preparation, actualizations, and the onboarding process of new hires among others. This position also requires answering phone calls, responding to emails from vendors, partners, and others on behalf of the agency, attending meetings, and providing ongoing budgeting analysis for each program.

The incumbent will demonstrate a passion for the mission of the organization, dedication to and experience working with the diverse communities and families we serve and foster excellent client and partner relations.

## About Habitat for Humanity of Greater Providence

Since 1987, Habitat for Humanity of Greater Providence (HabitatPVD) has been an independently chartered affiliate of Habitat for Humanity International, the largest non-profit homebuilder globally. Our mission is dedicated to building and repairing decent and affordable housing and communities and to making the need for affordable, safe, healthy, and efficient shelter a matter of conscience and action.

HabitatPVD knows first-hand that a decent home provides the strength, stability, and independence that individuals need to thrive. HabitatPVD's current strategy to fulfill its mission includes a:

- First-time affordable homeownership program
- Home repair & modification program
- Workforce training program
- Volunteer/service-learning program, and an
- Advocacy program

For more information, visit <https://habitatpvd.org>

## Essential Job Functions

### Fiscal Management

- Oversee accounting, billing, and cash control policies in adherence to generally accepted accounting principles
- Ensure compliance with agency financial policies and procedures to ensure the maintenance of accurate records of financial activities and ensure compliance with governmental and private funding source reporting requirements.
- Responsible for monitoring expenses, reconciling expenditures on assigned accounts, preparing financial closeouts for sponsored funds, providing financial management of spending and budgetary compliance
- Responsible to maintain the confidentiality and security of sensitive data.
- Ability to manage confidential personal, business/financial data and information.
- Lead annual budgeting preparation and forecasting
- Analyze and present financial reports and forecasts in a timely manner

- Ensure adherence to contract billing and collection schedule
- Ensure each program has knowledge of its budget and a plan to expend funds appropriately and in a timely fashion
- Develop budgets for grant submission
- Manage organizational cash flow and forecasting
- Oversee payroll processing
- Coordinate and lead annual audit process; liaise with external auditors
- Effectively communicate and present critical financial matters to the ED and finance committee
- Lead the procurement process for each program in coordination with the ED
- Ensure all agency licensing, reporting, compliance, and related items are completed

### Human Resources Support

- Human Resources, Technology, and Administration
- Oversee the process for recruiting, hiring, and onboarding new staff
- Oversee compensation and benefits
- Work with the ED on annual evaluations
- Ensure Human Resource policies and manuals are up to date and in compliance with laws and regulations
- Oversee IT, phone, copier, and other vendor contracts
- Additional Duties as Assigned

## Qualifications and Skills

The successful candidate will have at least ten years of proven work experience in bookkeeping, accounting, and/or finance, or an equivalent combination of education and experience. The incumbent should be self-directed, highly organized, detail-oriented, accountable, honest, and committed to HabitatPVD-EB's vision and values.

### Social competencies to include:

- Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds
- Strong organizational skills
- Collaborative and confident

### Desired qualifications:

- BA in Accounting, Finance, or a closely related field,
- Experience with grants and multiple funding sources
- Ten years of experience as a bookkeeper/accountant
- Ability to use or learn Quickbooks effectively within two months of being hired
- Acute attention to detail
- Excellent interpersonal skills to relate to co-workers, funders, partners, and reporting staff
- Excellent communication skills
- Experience working on a diverse team and with different communication styles
- Ability to speak a second language

### Compensation

HabitatPVD-EB offers a competitive benefits package, a generous allotment of paid holiday and personal/vacation time, flexibility to occasionally telecommute from home, and an inspiring and innovative organizational culture. Salary is commensurate based on experience.



We build strength, stability, self-reliance through shelter.

### Equal Employment Opportunity Employer

HabitatPVD-EB is committed to providing an inclusive and welcoming environment for all staff members, clients, volunteers, subcontractors, vendors, and clients and is proud to be an equal-opportunity employer. All qualified applicants will receive consideration for employment. HabitatPVD-EB does not discriminate based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status in any of its activities or operations. These activities include but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services.

### How to Apply

All applicants should submit a cover letter describing their qualifications and resume attention to our Executive Director: Azade S. Perin-Monterroso. Documents should be sent via email to [Human.Resources@habitatpvd.org](mailto:Human.Resources@habitatpvd.org).

If selected for an interview, references will be required. This position is open until this posting is removed.

**\*\*\* NO PHONE CALLS OR DIRECT EMAILS TO STAFF, PLEASE. NO EXCEPTIONS\*\*\***