



Chief Financial Officer – Job Description

Position Title: Chief Financial Officer
Department: Administration
Reports To: Executive Director
FLSA Status: Exempt
Date: February 3, 2025

OVERVIEW

We seek a visionary Chief Financial Officer to lead our nonprofit's financial strategy through insightful financial analysis and strategic decision-making. CFO will play a critical role in managing all fiscal activities ensuring the organization's financial health and sustainability. This includes external audits, administrative functions, and oversight of financial assistant. Responsible for preparing budgets, cash flow forecasts, financial reporting, and actively participates in management meetings. Works closely with the Executive Director and Board of Directors to develop and implement financial strategies that support Habitat for Humanity Susquehanna's mission and goals.

Must be a fit for a mission-based nonprofit that provides housing for low-income families, critical home repairs, and a retail ReStore. We offer rewarding work and great benefits in a flexible, people-friendly environment.

We offer a salary commensurate with experience and full benefits. Ideal start date will be in May 2025.

Please submit a cover letter and resume to jbattista@habitatsusq.org.

IDEAL CANDIDATE'S KNOWLEDGE AND SKILLS:

- Master's degree in related area and/or Certified Public Accountant licensure
- Experience in nonprofit, construction, and/or mortgage industries is preferred
- Familiarity with grant budgets and reports, human resource policies, and retail finance is beneficial
- Proficiency in financial management tools and software (e.g., QuickBooks, Excel) is required

RESPONSIBILITIES:

- Manage all financial operations
- Prepare financial statements, budgets, reports, and tax documents
- Perform annual audit in conjunction with independent auditing firm
- Monitor and manage the allocation of resources to ensure financial efficiency and sustainability
- Evaluate financial performance and provide insights and recommendations for improvement to support delivery and expansion of programs
- Assist in mortgage related transactions (e.g. closings) and collections as needed
- Prepare payroll and manage benefits
- Maintain outstanding banking relationships and strategic alliances with partners



QUALIFICATIONS:

- Highest level of integrity and moral character
- Experience in financial management, accounting, or a related field
- Strong leadership and strategic thinking skills
- Excellent analytical and problem-solving abilities
- Excellent communication and people skills
- Ability to effectively collaborate as part of a team

WORKING CONDITIONS:

- Hybrid workplace: Corporate office and some work from home
- May work some evenings and weekends
- Some travel to construction sites, events, and community partners

BENEFITS:

- Twelve paid holidays, plus office is closed from Christmas Eve through New Year's Day
- Generous personal time off
- Health, dental, and vision insurance
- Flexible Spending Account
- Retirement plan
- Mileage reimbursement
- Meaningful and rewarding work!

Salary: \$90,000 - \$105,000 per year, commensurate with experience

Experience level: 5 years

Schedule: Full-time (40 hours), Flexible schedule

Ability to commute/relocate: Reliably commute or planning to relocate before starting work (Required)

Work Location: Hybrid, remote and corporate office in Bel Air, MD 21014

ABOUT HABITAT FOR HUMANITY SUSQUEHANNA: Seeking to put God's love into action, Habitat for Humanity Susquehanna builds strength, stability, self-reliance, and shelter for low-income families living in substandard conditions through its homeownership, financial education, and home repair programs. Its vision is to create a community where everyone has an affordable and decent place to live. It also runs a ReStore, which sells donated building supplies and home furnishings to help fund its mission.

Habitat for Humanity Susquehanna is a locally run affiliate of Habitat for Humanity International and serves Cecil and Harford Counties. Habitat for Humanity Susquehanna is an Equal Opportunity Employer.