



Job Description – Finance Director

Overview

The Finance Director serves as the chief financial steward of Berthoud Habitat for Humanity, overseeing all financial operations, accounting, reporting, and compliance for the affiliate and its related entities. This role ensures strong internal controls, accurate financial management, clean audits, and clear financial communication that supports the Executive Director, Board of Directors Finance Committee, and program leadership.

The Finance Director manages full-cycle accounting (i.e., A/R, A/P, payroll, mortgages, construction accounting, ReStore accounting), budgeting, cash flow forecasting, grant compliance, and preparation of monthly and annual financial statements. The position ensure Berthoud Habitat for Humanity maintains financial integrity in alignment with Generally Accepted Accounting Principles (GAAP), IRS 990 functional expense allocation, grant requirements, and nonprofit best practices.

This is a hands-on position responsible for day-to-day bookkeeping through high-level financial analysis and reporting.

Duties and Responsibilities

Financial Management & Accounting

- Manage all accounting functions: cash management, accounts payable, accounts receivable, payroll, mortgages, leases, loans, pledges/donations, ReStore revenues, sales tax, and general ledger maintenance.
- Process bi-weekly payroll, related taxes, benefits, and annual payroll audit.
- Maintain chart of accounts, accounting files, documentation standards, and internal controls.
- Record deposits, prepare adjusting journal entries, and complete month-end and year-end closes.
- Reconcile all bank, credit card, petty cash, ReStore cash receipts, asset and liability accounts, subledgers, and investment accounts.
- Oversee mortgage records and compliance in partnership with Homeowner Services Director.
- Manage multiple bank accounts to ensure proper balances and segregation of restricted/unrestricted funds.
- Maintain W-9 records, process annual 1099s, and ensure compliance with Payment Card Industry Data Security Standards (PCI DSS) standards and merchant services.
- Collaborate with Construction and Operations on project budgets, work-in-progress (WIP) tracking, job cost accuracy, and funding compliance.

Budgeting, Forecasting, & Cash Flow

- Lead the annual budgeting process with the Executive Director and department leadership.
- Prepare program budgets, project budgets, and load final budgets into reporting systems.
- Maintain cash flow projections and provide regular updates to the Executive Director and Finance

Job Description – Finance Director

Committee.

- Monitor spending against budgets and functional expense allocation standards (IRS 990).
- Support long-term financial planning and analysis for strategic decision-making.

Financial Reporting, Board Reporting, & Audit Oversight

- Produce timely monthly, quarterly, and annual financial statements including Statement of Activities, Statement of Financial Position, Cash Flow, and Budget-to-Actual reports.
- Prepare dashboards, variance analyses, WIP and cost-of-build reports, functional expense analysis, and other reports for leadership.
- Provide financial reports to the Executive Director, Board of Directors, and Finance Committee.
- Lead the annual financial audit and employee benefit plan audit; serve as primary liaison with external auditors.
- Oversee preparation and review of the annual Form 990 and SEFA (if applicable).
- Ensure compliance with GAAP, nonprofit standards, internal policies, grant regulations, and tax filings.

Grants, Donor Restrictions, & Funding Compliance

- Track, classify, and monitor all grants, restricted funds, and donor-imposed restrictions.
- Ensure timely release of restricted funds in accordance with donor and grantor requirements.
- Prepare accurate grant financial reports and provide required documentation for funders.
- Coordinate grant budgets and reporting with Executive Director, Resource Development, and program staff.
- Maintain proper accounting treatment of grant income, pledges, and construction-related funding.

Risk Management, Controls, & Compliance

- Maintain and strengthen internal financial controls and accounting procedures.
- Ensure compliance with applicable federal, state, and local regulations.
- Monitor insurance coverage, claims, financial risks, and recommend mitigation strategies.
- Support contract reviews and financial risk assessments in collaboration with Executive Director.

Organizational Support & Leadership

- Provide financial guidance to the Executive Director and leadership team.
- Present financial results and key insights to the Board of Directors and Finance Committee.
- Attend staff meetings and organizational trainings.
- Support ReStore operations with retail analysis, internal controls, and cash management oversight.
- Perform other duties as assigned to advance the mission of Berthoud Habitat for Humanity.



Job Description – Finance Director

Misc.

- Other duties as assigned.

Skills & Qualifications

- Strong commitment to the Habitat for Humanity mission and values.
- Strong knowledge of GAAP and nonprofit accounting (including functional expense allocation and IRS 990).
- Experience with QuickBooks Online software.
- Experience with payroll processing, payroll taxes, benefit administration, and annual filings.
- Demonstrated ability to prepare financial statements, manage budgets, and lead audits.
- Strong analytical skills and attention to detail.
- Ability to communicate complex financial information clearly to non-financial audiences.
- Highly organized, deadline-driven, and able to work independently and collaboratively.
- Nonprofit and construction industry experience highly preferred.

Education Requirement

- Bachelor's degree in Accounting, Finance, Business Administration, or a minimum of 4 years of progressive nonprofit accounting or controllership experience required.

Work & Reporting Structure

- Reports to the Executive Director, Berthoud Habitat for Humanity.
- Works closely with the Board Treasurer, Finance Committee, leadership team, ReStore management, and program teams.

Work Schedule

- Part-time, in person @ 20 hours weekly, Tuesday – Friday.

Salary Range

- \$20,000 - \$32,500 commensurate with experience.

Application Submission

- Please send cover letter and resume to Kami Focker, Human Resources Business Partner for Berthoud Habitat for Humanity, via email to hr@berthoudhabitat.org.