



**SOUTHEAST VOLUSIA COUNTY, FLORIDA  
Job Description**

Job Title	Financial & Office Coordinator
Reports to	Executive Director
Classification	Full Time
Rate	\$35,000-\$42,000 annually plus benefits*
Schedule	Monday-Friday 9am-5pm**
Location of office	New Smyrna Beach, Edgewater, and Oak Hill, Fl
* based on experience	
** occasional evenings or weekend	

**Overview**

The Financial and Office Coordinator, in partnership with the Community Outreach Manager, ReStore Manager, Construction Manager and Executive Director, assures all financial and business related goals are identified, tracked and organized to assure the affiliate attains all approved operational and strategic performance measures.

The Financial and Office Coordinator works collaboratively with the affiliate bookkeeper to assure documentation of all business transactions meet compliance with Generally Accepted Accounting Principles.

**Responsibilities**

- Ensures that affiliate mortgage records are accurate while adhering to delinquency management guidelines.
- Maintains accounts receivable and accounts payable files in accordance with affiliate policy and generally accepted accounting principles.
- Maintains and manages monthly mortgage reports and all monthly financial statements.
- Performs daily cash reconciliation for ReStore operations.
- Assists bookkeeper with all data entry to include general ledger and all tracking files to include, but not limited to, homeowner payments, bank deposits, construction expenses, ReStore collections, and philanthropy.
- Establishes new mortgages to include documents for title company closing, financial statement, general ledger to assure proper tracking and efficient reporting.

- Responsible for all escrow accounts; conduct timely escrow analysis and notify homeowner when changes occur to include but not limited to, changes in tax rates and changes in insurance coverage.
- Initiate collection activities, including foreclosure, when indicated
- Maintain confidential records for employee files and partner family records and applications.
- Coordinate annual financial audit.
- Administer construction warranty.
- Manage affiliate property tax to ensure appropriate exemptions are realized.
- Work with Executive Director to prepare grants to include down payment assistance programs, compliance criteria are met, and reporting is timely.
- Other duties as assigned by management.

## **Qualifications**

### **Required:**

- Bachelor's degree in accounting, finance or business administration

### **OR**

Five years of direct work experience in either accounting, finance or banking

- Strong verbal and written communication skills to include positive phone etiquette
- Detail orientated with strong organization skills
- Ability to work well on a diverse team with positive energy while getting along well with others
- Familiar with fundamental financial software such as Excel and experience with QuickBooks is a plus

### **Preferred:**

- Familiarity with the mission and operating model of Habitat for Humanity
- Experience working with volunteers a plus
- Experience in preparing not for profit (501 C3) financial reports
- Strategic planning and thinking background a plus

### **Physical requirements:**

The role is primarily located in an office setting so candidate will sit for extended periods at a desk while using a computer. The individual may have an occasion for some limited local

travel to the Habitat ReStore and/or construction build sites, along with local business and Habitat supportive agencies in Southeast Volusia County, Florida

***Interested candidates should submit her/his resume electronically to:***

Coralie@habitatsev.org