



Building
strength, stability,
and self-reliance
through shelter.

Job Description

Position Title: Controller
Reports To: Executive Director
Status: Full-Time/Exempt
Hours: Monday-Friday/Some Nights and Weekends

Position Overview: This individual is responsible for providing leadership to the organization to fulfill its mission and management of HFHB resources as they relate to the financial health of the affiliate. The Controller is responsible for financial reporting; vendor and banking relationships; business compliance with HFHI as well as outside agencies; audit coordination; administrative operations; general business procedures and techniques; ultimately helping the affiliate serve more families so that everyone has a decent place to live.

Essential Duties and Responsibilities:

- Hands-on accurate completion of monthly financial statements closed within 5 to 7 business days including the Income Statement, Balance Sheet and Statement of Cash Flows plus key ratios for use by the Management Team and the Board of Directors.
- Responsible for timely management of Accounts Payable and Accounts Receivable and without conflict of interest.
- Performs cash management duties.
- Ensures preparation of and reviews all tax compliance reporting.
- Prepares, reviews and coordinates financial information for audits.
- Coordinates and prepares periodic budget information.
- Proactively interacts with the bank(s) to optimize relationship.
- Develops job costing methodology for construction, repair program and Restore.
- Contacts vendors and customers regarding payment terms as necessary.
- Reviews, shops and maintains all insurance policies.
- Provides process improvement for financial control matters.
- Assists Executive Director with the strategic plan, operational plan, projects as assigned and provides necessary financial information in support of grant requests, etc.
- Oversee business systems including the use of a computer network and related software, phones, and work from home equipment
- Works closely with the affiliate's Professional Employment Services Company (currently ESC) to administer benefits including health insurance, file management, activation of coverage, etc.
- Manage the affiliate's fleet and facilities, including but not limited to maintenance, repairs, inspections, and registrations
- Supervise Accounting Manager and Office Administrator.



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Required Qualifications:

- Bachelor's Degree and 5 years relevant work experience in management or leadership roles required
- Thorough understanding of finance, systems, and executive leadership; broad experience with the full range of business functions and systems, including strategic development and planning, budgeting, business analysis, finance, information systems and human resources
- Ability to think strategically, anticipate future consequences and trends, and incorporate them into the organizational plan
- High level of business acumen including successful P&L management; the ability to balance the delivery of programs against the realities of a budget; and problem solving, project management, and reactive resourcefulness
- Ability to communicate complex financial terms and scenarios to staff outside the Finance Office.
- Exceptional capacity for managing and leading people with an ability to enforce accountability.
- Enjoys working hard and looks for challenges.
- State and national training opportunities possible

Please email your resume and cover letter to Teresa Bianchi, Executive Director, at ExecDirector@habitatbuffalo.org.

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