

# Trinity Habitat for Humanity

## Finance & Accounting Team Member

### Chief Financial Officer

Job Description – Dec 2021

Trinity Habitat for Humanity builds strong families and neighborhoods in partnership with all of God's people. If a faith driven mission is a part of your desired career and personal life journey, then we welcome your application for this job.

#### General Description:

Under the direction of the Chief Executive Officer (CEO), the Chief Financial Officer (CFO) is a *Servant Leader*. He or she serves as the leader of the Finance & Accounting Team (F&A Team) and is a member of the *Senior Leadership Team* (SLT).

**Servant Leaders** serve. Their personal needs for recognition and notoriety are met last. *Servant leaders* lead by their title last. They lead and do not do the work of the direct reports. Leadership is about coaching, inspiration and the creation, improvement, and maintenance of efficient, sustainable systems.

#### Helpful Agency Facts

- Budget on Calendar Year
- 2022 Budget = **\$23m**
- Staff Members = **53**
- Board of Directors = **20**
- Top Rating from GuideStar and Charity Navigator
- Top Five in New Home Production by US Habitat affiliates.

#### Agency Core Values...

- Excellence
- Respect
- Integrity
- Compassion
- Grace

#### Job Conditions:

Position is full-time (40 hours a week) and primarily works Monday through Friday. Office hours and days are flexible but subject to supervisor approval. Evening and weekend work is required. It is an exempt position. Conditions and benefits are contained in the board approved Employee Handbook.

#### Knowledge, Skills, and Abilities:

He or she must have or demonstrate:

- Exceptional Display of Agency Core Values
- Technical Accounting Expertise
- Being a CPA is Beneficial
- Accounting & Finance leadership in complex cash management & debt business environment
- Passion to serve in the Christian Ministry of Habitat for Humanity
- BA or better in Finance or Accounting
- Experience working with a Board of Directors
- A133 Audit Experience is Beneficial

#### Priorities...

Trinity Habitat expects your words, actions, and outcomes to be prioritized accordingly:

1. Agency Core Values
2. Trinity Habitat Mission & Outcomes
3. Accounting Team Metrics & Goals
4. Personal Business Metrics & Goals

### Specific Responsibilities:

1. Accounting...
  - a. Accurate and timely completion of the agency accounting and financial statements.
  - b. Financial Software
2. Finance...
  - a. Budget Creation
  - b. Cash/Debt Management and Bank relationships
  - c. 3-Year Financial Forecast Model
3. Verify Mortgage Loan Sales & Loan Participation Transaction Details
4. Agency Compliance
5. Agency Cost Containment & Loss Prevention
6. Human Resources
7. Agency Insurance
8. The ReStore (four retail stores with approximately 20 staff members)
9. The HabiCulture Team (internal team dedicated to our celebrations and staff engagement)
10. Prep and lead the weekly Senior Leadership Team meetings

### Misc...

1. Support Agency Culture and Operating System as defined in our Core Values, Gung Ho (Ken Blanchard) and EOS Traction (by Gino Wickman).
2. And other duties as assigned by your supervisor.

### Understanding & Acceptance...

I understand and am comfortable working for Fort Worth Area Habitat for Humanity, Inc dba Trinity Habitat for Humanity (Agency) , which is a social service, nonprofit Christian ministry. I have read and understand the requirements and responsibilities defined in this job description. In addition, I understand that the position has the potential to be redefined as necessary over the course of my employment. I accept the position of **Chief Financial Officer** and commit to perform to the best of my ability.

This Agency is an **Equal Opportunity** company. Applicants are considered without discrimination with regard to race, color, religion, sex, national origin, age, disability or other protected status.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

### Supervisor Signature:

\_\_\_\_\_  
Gage Yager, CEO

\_\_\_\_\_  
Date

## General Responsibilities Addendum

1. Provide calm, confident, and positive leadership to the entire organization.
  2. Disseminate information readily to stake holders as appropriate.
  3. Submit accurate reports according to deadlines.
  4. When confronted with things with which you question, disagree, or have a concern, speak directly with those involved in a courteous and professional manner.
  5. Ensure that your area, office, and/or building is clean, organized, safe, and in compliance with all codes.
  6. Comply with grant requirements.
  7. Cross train with fellow staff to ensure a steady flow of business despite absences.
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8. Includes routine, independent, subjective and significant decision-making.
  9. Management Philosophy & System:
    - a. Deploy **Gung Ho** management principles and practices. It is necessary to read the book *Gung Ho* by Ken Blanchard
    - b. Utilize the **Traction EOS** management system. It is necessary to read the book *Traction* by Gino Wickman.
  10. Program budget creation and adherence.
  11. Assist the agency in the creation and operation of checks/balances to ensure system wide integrity. Think in terms of fraud and theft prevention.
  12. Create and maintain relationships with Habitat for Humanity International and other Habitat affiliates.
  13. Independently represent the agency outside of the office/warehouse.
  14. Authority to occasionally deviate from Operations Manual without prior approval for special circumstances.
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15. Member of the **Agency Leadership Team** (ALT) and **Senior Leadership Team (SLT)**.
  16. Part of the overall **Agency Leadership** hierarchy in case of vacancies.
  17. Team budget creation and adherence.
  18. Independently carry out/resolve major projects, complaints and other matters of significance.
  19. Have authority to affect, interpret and implement management policies or operating practices.
  20. Interaction with Board of Directors.
  21. Participate in long range planning.