



Job Title: Business Manager

Location: Baytown, Texas

Reports to: Executive Director

Position Overview: The Business Manager is responsible for overseeing the financial operations of the Habitat for Humanity affiliate. This role ensures that there is a healthy balance between income and expenditure. The position ensures accurate financial reporting and utilizing QuickBooks for day-to-day financial activities. The position ensures the affiliate's financial practices align with Habitat for Humanity's policies and standards.

Key Responsibilities:

1. Financial Management

- Assist in the development and monitoring of annual budgets and report variances to the Executive Director
- Oversee all accounting operations using QuickBooks, including accounts payable, accounts receivable, and payroll
- Prepare and maintain accurate financial records and reports, including balance sheets, income statements, and construction costs reports
- Reconcile bank statements and manage cash flow to ensure financial stability
- Manage bank accounts (checking, money market, CD's) as directed by the committee

2. Compliance and Reporting

- Ensure compliance with local, state, and federal regulations, as well as Habitat for Humanity's financial policies
- Prepare and file required financial reports and tax documents
- Maintain all compliance documents to be a NOHP (Non-Profit Owner-Builder Housing Provider)
- Distribute official audit to HFHI (Habitat for Humanity International), United Way and TDHCA (Texas Department of Housing and Community Affairs), as required
- Plan and manage the Annual Audit by Independent Auditor, including timely resolution of any issues

3. Fundraising

- Plan and carry out fundraising activities to meet set goals as directed by the Board and the Executive Director
- Track and manage donor contributions and grant funding within QuickBooks
- Prepare financial reports for donors and grant agencies as required
- Ensure accurate documentation and reporting of restricted and unrestricted funds

4. Mortgage Management

- Manage the closing of new mortgages and submit all paperwork to Servicing Company
- Apply for Bootstrap Loans
- Record monthly activity of mortgages from mortgage servicing company and reconcile
- Monitor and manage delinquent homeowners

5. Homeowner Selection and Support

- Perform a preliminary financial review of applicants and follow up with background checks, employment and rent verifications
- Meet with new homeowners to sign a Letter of Acceptance and go over expectations (sweat equity, escrow, insurance, timetables)
- Meet with families about closing costs and mortgage details, and answer and help homeowners about insurance, taxes and other issues

6. Administration

- Ensure that all relevant committees are holding their meetings
- Reporting financial matters to the Board

Qualifications

- Preferred: A qualification in Accounting, Finance, or a related field, or equivalent experience
- Proven experience managing financial operations, preferably in a nonprofit environment
- Proficiency in QuickBooks and Microsoft Office Suite
- Strong understanding of accounting principles and financial reporting
- Excellent organizational, analytical, and communication skills
- Ability to work independently and manage multiple tasks effectively

Additional Requirements

- Commitment to Habitat for Humanity's mission and values
- Ability to maintain confidentiality and handle sensitive information
- Willingness to participate in ongoing professional development
- Required to complete Education to be a Qualified Loan Originator (State of Texas Qualified Loan Originator) within 1 month of commencement of duties
- Required to complete a 12-Course American Banking Association Curriculum within 1 month of commencement of duties

Apply to:

Mail: The Executive Director
Baytown Habitat for Humanity
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