



**Position Title:** Finance Director

**Home ReSource** is a non-profit community sustainability center. We work with, in, and for the community to reduce waste and build a more vibrant and sustainable local economy. We collect and sell reusable materials, channel materials to those in need, provide meaningful work opportunities, and educate & inspire to promote a sustainable future.

Home ReSource is seeking a dynamic, mission-motivated finance professional to direct the administrative and accounting systems of our growing non-profit business.

**Job Summary:** The Finance Director is responsible for creating and maintaining efficient, mission-focused financial systems aligned with mid-and long-term organizational goals, including the annual budget and strategic plan. The Finance Director also supports personnel functions with tasks such as payroll, benefits administration, and record keeping.

**Reports to:** Executive Director

**General Responsibilities**

- Support and embody Home Resource's Mission, Vision, and Organizational Culture
- Support and embody Home ReSource's justice, equity and anti-racism values and guidelines
- Support and enforce Home ReSource's policies and procedures
- Help create a safe, positive, equitable, and learning work environment
- Problem-solve day-to-day challenges and maintain a learning stance
- Articulate what Home ReSource does, project a positive image, and help generate community support for all aspects of the organization
- Work cooperatively and communicate effectively with staff, community partners, donors, and in public
- Maintain confidentiality with personnel issues and donor and customer information as needed

**Position Responsibilities**

Leadership & Management

- Ensure operational and financial systems, processes, and policies are aligned with and deliver on our mission, expectations and Home ReSource's justice, equity access, and anti-racism values and guidelines.
- Know, implement, and model Home ReSource policies and procedures.
- Maintain effective systems for managing key information and documents in accordance with the Home ReSource document retention policy.
- Coordinate tasks and systems with other managers and directors.

Financial Oversight & Management

- Provide accurate and efficient bookkeeping, including bi-weekly payroll and taxes, day-to-day managing of accounts receivable and payable, monthly reconciliations, and fulfilling tax related requirements using QuickBooks Enterprise software.
- Provide regular financial reporting & outlook, including carrying out the month-end process, quarter-end process, and year-end process.
- Assist Executive Director and Finance Committee in creating annual organizational budget, capital campaign budget, monitoring cash flow and financial audit. Develop, monitor, and review program and project budgets annually and as needed.
- Provide technical and analytical support to the leadership team relating to budgets, revenues, receipts, and cash flow; provide cash flow projections as needed; review all external contracts and oversee contract payments.
- Ensure proper accounting and approval of expenditures for all programs in line with GAAP and Home ReSource's Finance Policies.
- Manage and increase the efficacy of financial services, including up-to-date accounting systems, internal controls, and reporting, reviewing, and proposing financial policies as needed.
- Support development, including grants tracking, project budgets, & reporting, and oversee events accounting.
- Oversee the cash handling process in the store and deposits of store income.



- Maintain company insurance policies, including auto, commercial, liability, and work comp insurance. File claims and communicate with insurance agents as needed.

## Personnel & Benefits Management

- Process bi-weekly payroll, maintain timesheet and payroll records.
- Communicate the benefits package to new employees, enroll new employees in benefits, track benefits usage as needed, remove terminated employees from benefits.
- Assist with the hiring process and financial onboarding, maintain and update employee manual and employee benefits manual.
- Maintain personnel files, respond to employment verification requests.
- File work comp claims as needed.
- Support staff in understanding and utilizing benefits.
- Offer staff training on organizational budget and financials.
- Review and update hiring practices and staff expectations to promote equity, improve inclusion and increase diversity.

## **Skills required**

- Interpersonal skills, ability to positively and respectfully communicate with all people where they are at
- Ability to plan, design, and deliver organizational systems
- Able to problem solve using team-building and conflict resolution skills
- Ability to manage competing priorities
- Ability to keep up with changes in technology used to implement job responsibilities.

## **Essential Functions**

- Demonstrated knowledge of accounting and financial principles and applications.
- Excellent verbal and written communication skills and ability speak on behalf of the organization
- Ability to manage people and achieve organizational goals
- Ability to work 40hrs/week in a fast-paced environment and be adaptable to rapidly changing circumstances

## **Minimum Qualifications**

- Computer proficiency using Windows based software (Word, Excel, Email, and Internet)
- Non-profit and/or finance administration, and management experience

## **Preferred Qualifications**

- 2+ years of accounting or other finance experience
- Experience with non-profit finance and capital campaigns
- Experience in Quickbooks or similar accounting software
- Ability to work with a variety of individuals of diverse ages, backgrounds, and abilities effectively and respectfully
- Demonstrated attention to detail and the ability to efficiently juggle the many priorities of a multi-faceted job
- Optimistic and team-oriented; works cooperatively and effectively with staff, agencies, and professionals in the community
- Experience with cash handling and point-of-sale systems

## **Skill development and Performance Review**

Home ReSource employees participate in all in-house training, and management-level staff attend at least one outside professional development opportunity each year. All Home ReSource employees undergo an annual performance review that includes feedback from supervisors, supervisees, and peers.

## **COVID-19 Considerations**

Home ReSource is taking safety precautions during COVID-19. We require all staff to adhere to these safety precautions, including, but not limited to: wearing a mask at all times (PPE provided), washing hands upon building entry and frequently throughout the day, and following social distancing guidelines in and out of the workplace.



# Home ReSource

Retail. Job Training. Education. Zero Waste.

---

**How to Apply:** Submit a resume and cover letter via Submittable. See our [website](#) for more information.

We will begin reviewing applications Jan 3rd, 2022, but the position is open until filled. We encourage diverse applicants! If you have 75% of the skills listed, please apply. References will be requested from candidates that we interview.

**Hours, Pay** - 40 hrs/week. Annual Salary \$52,000 - \$57,000 DOE.

## **Benefits**

Generous paid vacation and holidays, paid family medical leave time, dental & vision insurance, additional wellness benefits, simple IRA Match or HSA Contribution, sustainable commuter benefit, store discount, up to 12 paid community volunteer hours per year, staff appreciation activities and meals, chance to work with great people in values-based, triple bottom-line business that works to reduce waste and build community, consideration for advancement into new positions in our growing green business, and more.

Home ReSource will conduct background checks on all final candidates, and offers of employment are contingent upon those results.

*In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Home ReSource will be based on merit, qualifications, and abilities. Home ReSource does not discriminate in employment opportunities or practices because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, marital status, military status, or mental or physical disability.*

*Home ReSource is committed to providing a safe environment that is free of discrimination and harassment. It is against Home Resource's policy to engage in verbal or physical conduct that denigrates or shows hostility or aversion toward any individual because of their race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, marital status, military status, or mental or physical disability.*