



Rutherford County Area
Habitat
for Humanity®

Position: Chief Financial Officer
Location: Rutherford County
Murfreesboro, TN

Status: Full-time
Reporting to: Chief Executive Officer
FLSA Status: Exempt

Rutherford County Area Habitat for Humanity is a non-profit, non-denominational Christian housing ministry that brings people together to build homes, communities, and hope. We achieve this by building quality, affordable, and sustainable homes in partnership with future homeowners, donors, and community investors.

JOB SUMMARY:

The Chief Financial Officer (CFO) is responsible for overseeing and managing the organization's financial, accounting, and human resources records and processes. The CFO also develops and maintains professional relationships with banking, legal, insurance, and other specialty service providers. This position reports to the Chief Executive Officer (CEO).

ESSENTIAL FUNCTIONS:

- Performs or oversees the processing and maintenance of financial records.
- Analyzes financial data and prepares financial reports and statements accurately and on schedule.
- Leads the preparation, implementation, and ongoing control of the fiscal year budget.
- Serves as the affiliate's primary contact for the annual financial audit and works closely with the auditing team to ensure a timely process.
- Ensures completion of all compliance filings with taxing and regulatory authorities, including sales tax returns and payments, payroll tax deposits and returns, and other federal, state, and local tax returns and registrations.
- Supports the Director of Development and other staff by providing financial information needed for grant applications and funding proposals.
- Manages vendor payables, prepares vendor and payroll disbursements, oversees cash reserves, and maintains and reconciles all bank accounts.
- Performs human resources functions and is responsible for the security of all payroll records.
- Processes weekly and biweekly payroll and records transactions in the accounting system.
- Administers employee benefits programs.
- Assists the CEO, COO, Finance Committee, and Board of Directors with special projects as assigned.
- Manage and supervise the Bookkeeper, including delegating tasks, reviewing work, and providing guidance and professional development.
- Manages all financial aspects of RCHF's mortgage portfolio.

Additional Responsibilities

- Provides the CEO with financial information needed for annual planning and budget preparation.
- Attend events and conferences as required.
- Participates in at least one outside community organization, subject to CEO approval.
- Performs administrative functions as directed by the CEO.
- Performs other duties as assigned by the CEO.

QUALIFICATIONS:

- Bachelor's degree with a major in Accounting required; CPA preferred.
- Minimum of six (6) years of relevant work experience.
- Minimum of two (2) years of management experience.
- Basic knowledge of mortgages preferred.
- Excellent verbal and written communication skills, including presentation skills.
- Strong interpersonal skills.
- Proficiency in Windows, including Excel and PowerPoint.
- Experience with a CRM platform such as Salesforce or Bloomerang.
- Ability to work independently within budget constraints.
- Strong organizational skills and attention to detail.
- Valid driver's license, access to a personal vehicle, and a clean driving record.
- Familiarity with Rutherford County preferred.

PHYSICAL DEMANDS:

- Ability to read, write, hear, and communicate effectively to perform job duties.
- Sufficient vision to type, read, file, and operate office equipment.
- Ability to drive a car.
- Work is moderately sedentary, with local travel within one hour of the office required, and includes extended sitting, standing, and intermittent lifting and walking.

BENEFITS: All full-time employees are eligible for the following benefits after a 60-day probationary period

- PTO, 10 holidays, and 1 floating holiday
- Generous Simple IRA with employer match
- Flexible work schedule with work-from-home option as approved
- Company Cell Phone and Laptop provided
- Annual Health & Wellness Stipend
- Life and Disability Insurance

SALARY: Starting salary is \$80,000. Salary will be determined based on the candidate's qualifications, experience, and skills.

HOW TO APPLY:

To apply, please submit your resume and cover letter by emailing them to Terri Shultz at terri@rchfh.org.