



Vice President of Finance

Salary Range: \$175,000-\$200,000

What We Do

Come be part of the affordable homeownership movement! Join us and make an impact on people's lives! Habitat for Humanity Greater San Francisco believes in the power of homeownership to create generational impact. To this end, we **build homes** for first-time homeowners and **sustain homeownership** by helping homeowners retain their home as an asset for generations to come.

Your Impact

The Vice President of Finance (VPF) plays a critical role in Habitat Greater San Francisco's financial health and strategic financial planning. This executive role provides leadership in all financial operations, including budgeting, forecasting, reporting, cash flow management, investments, and financial compliance. The VPF will work closely with the CFO and operating groups to coordinate the development of plans and budget. This role will provide leadership across the organization, leading a team of accounting staff that executes all financial transactions, and collaborating inter-departmentally to ensure accurate, timely, and useful financial information for the operating departments, management, Finance Committee and the Board of Directors. The VP of Finance plays a key role in shaping the company's strategy through data-driven decision-making and ensuring fiscal responsibility.

Financial Oversight (50%)

- Ensures that the organization has adequate financial controls and establishes additional controls as necessary.
- Oversees accounting functions including the general ledger, account reconciliations, transaction processing (AR, AP, GL). Facilitate accurate and timely monthly, quarterly and annual closes and preparation of financial statements.
- Leads preparation of the financial audit and tax filings, working closely with external auditors.
- Actively manages cash flow and bank accounts.



- Works closely with staff accountants to ensure that accounting data is entered correctly and accruals are computed according to accounting principles.
- Maintains current knowledge and understanding of accounting and tax regulations, laws, industry trends, and practices.
- Establishes policies and procedures for compliance, including compliance with US government A-133 reporting.
- Develops, analyzes and make recommendations relating to and financial data processing systems to ensure effective and efficient financial operations.

Accounting Management (25%)

- Works closely with the CFO and the executive team and actively supports the development of the Annual Budget.
- Assists in the preparation of financial documents for finance committee meetings.
- Actively monitors financial results as against plans during the course of the fiscal year.
- Provides financial information to staff outside of the Finance Department in a timely and accurate manner; work with departments as necessary to adjust their financial plans.
- Analyzes opportunities to improve business performance and the team's overall effectiveness (e.g. new systems or processes, better reporting).
- Presents financial reports and insights to the CEO, board of directors, and investors.
- Develops and maintains relationships with banks, auditors, and external partners
- Implements and maintains financial systems, tools, and processes to improve efficiency and reporting accuracy.
- Works closely with programs and development staff members to ensure proper reporting and compliance with restricted gifts and contracts.

Leadership (20%)

- Serves as the financial software system administrator; provide training to HGSF users. Educate and train staff to ensure compliance with accounting procedures.
- Hires, trains, develops, and supervises the accounting team.



- Collaborates with executive leadership to assess risks, identify opportunities, and develop long-term plans.

Other Duties as Assigned (5%)

- Completes other duties as assigned

Minimum Qualifications

- Bachelor's degree in finance, Accounting, or related field (MBA or CPA preferred).
- 10+ years of progressive financial leadership experience, preferably in a senior finance role with a minimum of 5 years leading and mentoring teams
- Deep understanding of corporate financial law, risk management, and financial planning.
- Strong leadership and interpersonal skills with the ability to communicate financial concepts to non-financial stakeholders.
- Proven experience in strategic planning, budgeting, and financial forecasting.
- Proficiency in financial software and systems
- Must be able to work evenings and weekends as needed
- Must be able to travel within HGSF's tri-county service area (SF, Marin, San Mateo)
- Must be able to pass background check (*In accordance with state and county law: convictions do not necessarily rule out employment, it depends on the nature and severity of the conviction and is evaluated on a case by case basis, check is conducted on last 7 years only.*)

Preferred Qualifications

- Familiarity with Sage Intacct, Salesforce.com, and Procore a plus.
- Background or interest in affordable housing and community development issues a plus.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets.

Physical Demands



This is a largely sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets, and stand or bend as necessary. Must be able to travel within HGSF's service area.

Benefits

Compensation for this role is competitive, DOE. This full-time position offers medical, dental and vision insurance, life insurance, long-term disability, employee assistance program (EAP), Flex Savings Account (FSA), Health Spending Account (HSA) 403b retirement account with a company match up to 5% (based on tenure), commuter benefits, tuition/education reimbursement, 20 paid vacation days, 3 front loaded sick days (accrue up to 80 hours per year), and 13 paid holidays

EEO: Habitat Greater San Francisco is an equal opportunity employer. Habitat Greater San Francisco strives to reflect the diverse community it serves. Applicants who contribute to this diversity are strongly encouraged to apply. Reasonable accommodation is available for qualified individuals with disabilities, upon request.

Habitat GSF receives federal funds through Self-Help Homeownership Opportunity Program (SHOP) and is required by federal law, to the greatest extent possible, to provide job training and employment opportunities to Section 3 residents. *Section 3 residents are defined as public housing residents or low-income persons who live in metropolitan area or non-metropolitan counties where HUD-assisted projects are located.