



FINANCE MANAGER

Part-Time Employee

ORGANIZATIONAL OVERVIEW

Homestead Community Land Trust empowers individuals, stabilizes families and strengthens neighborhoods by making it possible for modest-income people in King County to own their home. We build and rehab homes; make them affordable by subsidizing the price; keep them affordable through the community land trust (CLT) model; and we support homeowner success. As a CLT, we fundraise to reduce the price of homes (in the current market this is at least \$350,000 below market rates); the land is owned collectively through Homestead and is leased to buyers for a small monthly fee. When people have the opportunity to gain stability and create wealth safely through truly affordable homeownership, neighborhoods gain strength and resilience, and our community moves together towards social justice, economic vitality and environmental sustainability.

Homestead's origins in the activist community are reflected today in a joint staff-Board initiative to deepen the expression of racial and social equity in all aspects of our work. Building on strengths in democratic governance and decision-making and a core mission to redress housing inequity, Homestead seeks team members who value inclusion, and are committed to addressing racism, sexism and other forms of oppression in our work and community.

POSITION

This 20-hour per week position provides finance management, staff support and strategic thought-partnership with the Executive Director. The successful candidate will be a hands-on and participative team member providing expertise in finance, reporting, business planning and budgeting. This is an opportunity for a finance leader to maximize and strengthen the internal capacity of an organization with a proven solution to housing affordability in our community. The successful candidate will:

- Partner with the Executive Director in effective financial management and continuous improvement of financial systems and operations
- Support the Executive Director and Board of Delegates, including its Treasurer and Finance Committee, with timely financial reports, analysis and recommendations
- Collaborate with Executive Director on operational and strategic issues by providing recommendations based on financial analysis, cost identification and allocation, revenue and expense analysis
- Support the financial accountability of all staff with timely financial reports and recommendations
- Implement systems and procedures that capture performance data to be used in business plans and projections, systems improvements
- Work with the Executive Director to provide guidance and oversight to the Business/Office Manager on financial, bookkeeping, and audit issues.

RESPONSIBILITIES AND TASKS

Finance

- Produce timely and accurate monthly financial statements and cash flow reports
- Participate in the annual budget process including contributions to:
 - Budget and cash flow scenarios

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- Recommending operations expenses
- Updating spreadsheets for salary/benefits costs
- Review department budget submissions
- Oversee the reconciliation of QuickBooks (QB) with Salesforce(SF), spreadsheets or other tracking systems
- Prepare for and attend monthly Board Finance Committee meetings
- Prepare for and manage annual audits
- Work with audit firm on 990 preparation
- Manage real estate project budgets, draws and project cash flow, and loan payoff (with the Director of Real Estate)
- Grant reporting support as needed
- Report out to partners or attend partner meetings as appropriate
- Document all procedures

General Bookkeeping

- Provide guidance and oversight to Business Manager in the following and other tasks:
 - Process state and city taxes (quarterly and annually depending on entity)
 - Manage set up of recurring auto payments of bills, loan interest
 - Write checks/paying bills; entering auto payments
 - Enter deposits in QB; taking deposits to bank
 - Reconcile bank accounts
 - Track reimbursable grants
 - Employee time and expense management
- Entering monthly/quarterly/annual JEs:
 - Restricted grants tracked in Excel
 - Loan interest tracked in Excel
 - Prepaid expenses tracked in Excel
 - Future pledge NPV and bad debt tracked in Excel
 - Depreciation (nothing currently being depreciated)
 - Intercompany JEs for land transfer, subsidy Reconcile, gain on sale, due to/from
- Reimbursable grant tracking in excel, allocating to payroll or expenses as appropriate in QB (Currently none)

Financial Management

- Create and update budgets for housing construction projects (Jacobsen Jarvis Method for CLTs)
- Establish and maintain housing construction project reports (Jacobson Jarvis Method)
- Update Board financial reports based on periodic input
- Manage lender and social impact investor relationships to support housing development and homeownership stewardship initiatives and grow Homestead's capacity

QUALIFICATIONS

- B.A., ideally MBA/CPA or related degree
- Experience with non-profit accounting
- At least 7-10 years of overall professional experience; ideally 6+ years of broad financial and operations management experience
- Experience of final responsibility for the quality and content of all financial data, reporting and audit coordination for either a division or significant program area, and has preferably overseen a human resources function
- Ability to translate financial concepts to – and to effectively collaborate with – programmatic and fundraising colleagues who do not necessarily have finance backgrounds
- Experience with Salesforce, and technology savvy; knowledge of QuickBooks accounting and reporting software

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- A successful track record in setting priorities; keen analytic, organization and problem solving skills which support and enable sound decision making
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- A multi-tasker with the ability to wear many hats in a fast-paced environment
- Personal qualities of integrity, credibility, and dedication to the mission of Homestead

SALARY AND BENEFITS Part-time, potential for health insurance, paid sick leave and vacation based on 20-hour per week, professional development.

EMPLOYMENT POLICY As an equal opportunity employer, Homestead Community Land Trust does not discriminate on the basis of age, race, creed, gender, marital status, veteran's status, national origin, disability, gender identity or sexual orientation.

There is potential for this role to evolve to a full-time CFO position with additional operations responsibility.

Additional

This position reports directly to the Executive Director and works with the Board Treasurer.

The contractor will provide weekly office hours onsite to facilitate staff support and communication.

APPLICATION REQUIREMENTS

To apply for the position please provide to jobs@homesteadclt.org:

- Cover letter that includes a detailed description of applicant's skills and experience to carry out the responsibilities described above and a statement of why this organization's mission fits your career path
- Current resume or curriculum vitae
- Three professional references
- Complete and submit [Homestead Diversity Questionnaire](#)

HIRING PROCESS

Homestead will accept applications until there is a sufficient pool of qualified applicants.

Position updated January 17, 2019