Habitat for Humanity of Oregon is seeking a **Finance Specialist (part-time)**

**Initial Posting Date:** July 19, 2023  
**Application deadline:** Aug. 21, 2023

**Who We Are**  
Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities and hope. Habitat for Humanity of Oregon (Habitat Oregon) provides fundraising, training, disaster preparedness and advocacy support to all 24 Habitat for Humanity affiliates — locally-based organizations with dedicated staff and volunteers who build and repair homes across our state. Of these affiliates, 20 are based in rural Oregon.

**Guiding Philosophy**  
Founded in Christian principles centered on a radical effort to create and live out a vision for our world where everyone has a safe, stable and affordable place to live, Habitat Oregon is committed to an intersectional approach to diversity, equity, inclusion and anti-racism. All people have a right to a safe, stable and affordable place to live and we are working towards dismantling the systemic barriers to this goal for communities who have been historically marginalized and intentionally left behind.

**Job Overview**  
The Habitat Oregon team is growing! Our growth can be your growth, too. As the volume of pass-through funding and other resources increase, more talented professionals are needed on our team. The successful candidate for the position of **Finance Specialist (part-time)** will bring excellent financial management skills, paired with nonprofit experience and an ability to manage multiple projects and deadlines concurrently. *This position will help us serve a greater number of low-to-moderate income Oregonians with access to homeownership and home repairs than ever before* — reaching homebuyers across the state at a time when affordable housing is out of reach for many hard-working households.

**Who You Are**  
Your professional expertise will help to expand Habitat for Humanity’s home purchase and home repair capacity in Oregon communities of all sizes. You have demonstrated experience in managing and tracking financial disbursements and payments to and from multiple sources. You are highly detail-oriented, organized, self-starting, responsive, and collaborative. You are adaptable — able to remain flexible, agile and positive in a continually evolving environment with a variety of partners and stakeholders.
What You’ll Do

- **Support a growing volume of pass-through funding resources:**
  - Help distribute a record volume (> $4.4 million) of down payment assistance funds for low-income households across the state for affordable home purchase.
  - Maintain financial records, ensure those records are accurate and conduct tax work using QuickBooks.
  - Engage with team members in processing accounting transactions including paying bills and preparing and making deposits.
  - Assist with other Finance Department tasks as requested including preparation of special reports, analysis, audit preparation, grant audits, etc.
  - Support budget development, forecasting and expense management.

- **Support internal operations:**
  - Develop strong relationships based on trust and credibility with local Habitat affiliates and the Habitat Oregon team.
  - Maintain electronic and hard copy Finance Department files including invoices and relevant financial documentation from affiliates as part of signature Habitat Oregon programs.
  - Manage and track local affiliate membership dues.

Skills and Experience

- A bachelor’s degree plus two years’ demonstrated finance and financial management professional experience, or sufficient and relevant experience to fulfill the duties of the position
- Demonstrated commitment to racial equity, diversity, and inclusion, and economic and social justice
- 2+ years’ experience in QuickBooks Desktop & QuickBooks Online
- Proficiency in Microsoft Excel for managing data and reports
- Must be familiar with state taxes, federal taxes and general payroll requirements
- High degree of accuracy — must be detail-oriented and follow processes closely
- Ability to quickly learn new financial/reporting systems
- Strong analytical and critical thinking skills
- Evidenced written and verbal communication skills
- Experience using cloud-based file-sharing platforms (e.g., Dropbox, Google Drive)
- Must have a valid driver’s license, access to a vehicle and auto insurance
- Must pass a background check

Work Culture, Environment and Schedule

Habitat Oregon values an inclusive work culture with a diversity of staff, homeowners and partners. Therefore, we are seeking applicants who reflect many of the identities of those we serve: People of color, people living with disabilities, first-generation college graduates, LGTBQIA+, and immigrants to the United States are especially encouraged to apply.

This is a part-time, hybrid position. Our staff works mostly remotely with some requirements for in-person meetings/time in our North Portland office. Occasional travel is required for training, advocacy,
networking events, and to affiliate project sites throughout the state. Our staff utilizes the Zoom platform for weekly meetings, one-on-one meetings, and network-wide training.

**Salary and Benefits**
Salary is $26,000 to $34,000, depending on experience for this part-time, exempt position. Benefits include medical and vision coverage; dental coverage available through a cafeteria plan; generous vacation and sick leave; paid holidays; a 3% retirement savings match incentive and a $50 per month cell phone stipend.

A hybrid remote and in-person work schedule is available.

**How to Apply**
Send your cover letter, resume and pronouns to jobs@habitatoregon.org

The subject line of your email should read: **Finance Specialist application from [Your Name]**

For applicants with whom we would like to enter into a conversation, we will conduct initial screening interviews by Zoom. Candidates who advance in the process will interview by Zoom with additional members of the Habitat for Humanity of Oregon board and staff. We’ll ask for references from our top candidates and make an official offer. The anticipated start date is Oct. 4, 2023, but can be flexible.