Habitat for Humanity® of the Greater La Crosse Region

POSITION POSTING

Employment Application Packet:	Finance Director
Pay Level:	$60,000-$70,000/year
Hours:	40 hours per week/exempt

The job description is attached.

For your application to be considered, you must complete all of the following materials that have a check mark before them:

☒ Current Resume

☒ Cover Letter

We will only consider your application if we have received the materials by the specified due date and time.

Application materials due no later than 5:00 PM on Friday, October 2, 2026.

Materials may be:

- Emailed to infor@habitatlacrosse.org
- Mailed to, or dropped off at the following location:

  Habitat for Humanity of the Greater La Crosse Region
  3181 Berlin Drive
  La Crosse, WI 54601.

EQUAL HOUSING OPPORTUNITY

Habitat for Humanity of the Greater La Crosse Region is an equal opportunity employer and service provider. Auxiliary aids and services available upon request.

Habitat for Humanity® of the Greater La Crosse Region

Position Description

Finance Director

September 2026

REPORTS TO:

Executive Director

DIRECT REPORTS:

Finance staff, as assigned

POSITION SUMMARY

The Finance Director is the senior financial leader for Habitat for Humanity of the Greater La Crosse Region and is responsible for overseeing all financial operations of the organization and its ReStore.

This position provides leadership and oversight for accounting, budgeting, financial reporting, cash flow management, payroll, compliance, internal controls, audits, grant financial management, and financial systems. The Finance Director ensures the organization's financial resources are managed responsibly, accurately, and in accordance with applicable laws, regulations, accounting standards, funding requirements, and Habitat for Humanity policies.

The Finance Director serves as a key advisor to the Executive Director and leadership team, providing financial analysis, reporting, and recommendations to support sound operational and organizational decision-making. The position also serves as the primary financial liaison to the Finance Committee and Board of Directors and maintains relationships with auditors, financial institutions, grantors, and other external financial partners.

TOP COMPETENCIES

1. Financial Management and Reporting
   Oversees all financial operations, accounting, budgeting, cash flow, financial reporting, and analysis to ensure the organization's financial health and accountability.
2. Compliance, Risk and Internal Controls
   Ensures compliance with accounting standards, laws, regulations, grant requirements, and Habitat policies while maintaining strong internal controls and safeguarding organizational assets.
3. Financial Leadership and Decision Support
   Serves as the organization's primary financial advisor to the Executive Director, leadership team, Finance Committee, and Board, providing clear analysis and recommendations to support sound operational and financial decisions.
4. Systems, Process and Team Leadership
   Leads finance staff and continuously improves financial systems, processes, policies, and reporting to increase accuracy, efficiency, accountability, and organizational capacity.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Financial Management and Accounting

- Oversee all day-to-day financial operations of Habitat for Humanity of the Greater La Crosse Region and ReStore.
- Ensure accurate and timely accounting records in accordance with Generally Accepted Accounting Principles (GAAP) and applicable nonprofit accounting practices.
- Oversee accounts payable, accounts receivable, cash disbursements, payroll, banking, reconciliations, and other accounting functions.
- Oversee preparation and filing of required payroll, sales tax, and other financial filings, including 941s, W-2s, 1099s, and applicable state and local filings.
- Ensure financial transactions are properly documented, coded, approved, and recorded.
- Maintain organized and accessible financial records and documentation.
- Oversee homeowner payment records and financial information related to Habitat homeownership.
- Oversee financial tracking for RePair and other programs as assigned.
- Oversee weekly ReStore sales reconciliation and related financial reporting.
- Manage organizational cash flow and monitor cash balances and short-term financial needs.
- Maintain appropriate banking relationships and oversee banking transactions.

Budgeting and Financial Reporting

- Lead the development of the organization's annual operating budget in collaboration with the Executive Director and leadership team.
- Monitor organizational and departmental budgets and provide regular budget-to-actual reporting.
- Prepare and communicate accurate and timely monthly and annual financial statements.
- Provide regular financial reports and analysis to the Executive Director, leadership team, Finance Committee, and Board of Directors.
- Identify significant budget variances, financial trends, and emerging financial concerns and communicate them to appropriate leadership.
- Work with department leaders to establish, monitor, and manage departmental budgets.
- Develop financial reports and analysis to support operational and organizational decision-making.
- Prepare cash-flow projections and financial forecasts.
- Analyze the financial implications of new programs, projects, funding opportunities, contracts, and significant expenditures.
- Provide financial information and recommendations to assist leadership in evaluating financial options and managing organizational resources.

Audit, Compliance and Internal Controls

- Coordinate the organization's annual financial audit and serve as the primary internal contact for auditors.
- Maintain and strengthen internal financial controls to safeguard organizational assets.
- Ensure compliance with applicable federal, state, and local financial, tax, employment, and reporting requirements.
- Ensure compliance with grant and funding requirements related to financial reporting and documentation.

- Monitor financial practices for compliance with Habitat for Humanity International standards and organizational policies.
- Maintain appropriate segregation of duties and financial approval processes.
- Protect the confidentiality and security of financial and personally identifiable information.
- Identify financial risks and recommend appropriate controls or corrective actions.
- Coordinate financial and insurance-related documentation with organizational leadership and outside providers.

Grant and Program Financial Management

- Work with program and development staff to establish and maintain appropriate financial tracking for grants and restricted funds.
- Monitor grant budgets and expenditures and assist with required financial reporting.
- Ensure restricted funds are properly tracked, documented, and reported.
- Assist leadership with financial analysis related to housing development, construction, RePair, ReStore, fundraising, and other organizational programs.
- Collaborate with program staff to ensure financial documentation supports grant, audit, and organizational requirements.

Leadership and Collaboration

- Serve as the organization's primary financial resource and advisor to the Executive Director and leadership team.
- Provide clear, understandable financial information and recommendations to support organizational decision-making.
- Serve as a key member of the Finance Committee and prepare financial materials and reports for committee meetings.
- Present financial information to the Finance Committee and Board of Directors as requested.
- Work collaboratively with department leaders to improve financial processes, reporting, budgeting, and accountability.
- Supervise, support, and develop finance staff, including establishing clear expectations, providing training, and evaluating performance.
- Establish and maintain effective working relationships with auditors, banking partners, insurance providers, grantors, vendors, Habitat for Humanity International, and other external partners.
- Serve as the organization's primary point of contact for financial matters with external partners and stakeholders.
- Identify opportunities to improve financial efficiency, accuracy, controls, and reporting.

Financial Systems and Process Improvement

- Oversee the organization's accounting and financial management systems, including QuickBooks Online and related financial applications.
- Evaluate and improve financial processes, procedures, and internal controls.
- Ensure financial systems provide accurate and useful information for organizational decision-making.
- Collaborate with staff responsible for organizational databases and systems to ensure financial information is accurate and appropriately integrated.
- Lead implementation of new financial technology, reporting tools, and processes when appropriate.

- Develop and maintain financial policies and procedures in collaboration with organizational leadership and the Finance Committee.

Other Responsibilities

- Maintain an organized and professional workspace.
- Maintain confidentiality of organizational, employee, donor, homeowner, and other sensitive financial information.
- Stay current on nonprofit accounting practices, regulatory requirements, and financial management standards.
- Perform other duties as assigned to support the mission and operations of the affiliate.

REQUIREMENTS

The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree in accounting, finance, business, or a related field preferred; equivalent combination of education and relevant experience may be considered.
- Five or more years of progressively responsible accounting or financial management experience.
- Nonprofit accounting and financial management experience preferred.
- Experience with budgeting, financial reporting, payroll, accounts payable/receivable, reconciliations, and audit preparation.
- Experience supervising or managing staff preferred.
- Strong understanding of GAAP and nonprofit accounting practices.
- Experience managing restricted funds and grant-related financial reporting preferred.
- Proficiency with QuickBooks Online and Microsoft Office, particularly Microsoft Excel.
- Ability to analyze financial information and communicate financial concepts clearly to non-financial audiences.
- Ability to work independently, exercise sound judgment, establish priorities, and meet deadlines.
- Strong organizational and problem-solving skills.
- High degree of accuracy, integrity, and confidentiality.
- Commitment to affordable housing and the mission of Habitat for Humanity.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform

POSITION INFORMATION AND COMPENSATION:

This is a permanent, full-time exempt, salaried position. Habitat offers paid holidays, a generous PTO plan, affiliate-supported dental and vision insurance and a 401(k) plan.

Annual salary range: $60,000-$70,000

APPLY:

Send a cover letter and current resume. Submit materials electronically to

info@habitatlacrosse.org or by mail to:

Habitat for Humanity of the Greater La Crosse Region
3181 Berlin Drive
La Crosse, WI 54601