

Finance Coordinator – Single Family Development & Grants One Roof Community Housing

Department: Finance **Reports to:** Finance Director
Weekly Hours: 32-40 **Exempt/Non-exempt:** Non-exempt
Date Reviewed: July 2024
Reviewed By: Finance Director

Position Overview: The Finance Coordinator – Single Family Development & Grants provides accounting support to the finance department of One Roof Community Housing. This position is also responsible for general office duties as needed.

Principal Duties and Responsibilities

Single Family Development--Participate in the single-family development team of One Roof by providing the following tasks:

- Prepare and submit cost reimbursements to multitude of funders along with project completion reporting
- Forecast permanent and interim funds to cover costs of 10-15 projects through completion
- Maintaining record retention for compliance
- Update individual project worksheets monthly, comparing budget to actual costs and managing a workbook that summarizes all projects and funders
- Weekly Single Family Development meeting to report financial side of project progress, discuss grant funding and preparing P&L reports on closed projects
- Record in software the purchase and sale of homes, entering and paying construction invoices, and managing between 6+ banking accounts
- Contributing to problem-solving, planning, and design discussions

Grant Management--Participate in the grant management work by completing the following tasks:

- Work with Finance Director to prepare grant budgets and financial narratives for applications
- Reviewing grant applications and contracts and summarizing financial and reporting requirements
- Inputting grant information in software
- Preparing and submitting grant billings
- Ensuring responsible parties have met grant reporting deadlines
- Assisting with allocating expenses to grant funding sources

Provides support for other One Roof lines of business as needed.

Other duties as needed or required.

Supervision Received:

The Finance Director supervises this position and supervision is regular.

Supervision Exercised:

None.

Qualifications & Skills:

REQUIRED:

- Mathematical, spreadsheet and database aptitude
- Seeks a regularly changing and problem-solving style of work due to the nature of single-family development

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- Understanding of accounting concepts
- At least three years of experience with an enterprise accounting program
- Experience with Microsoft Office
- Excellent record keeping and organizational skills
- Excellent communication skills, written and verbal, including the ability to work with diverse people
- Ability to handle multiple tasks in a busy environment
- Deals with confidential information and/or issues using discretion and judgment.
- Mission-Oriented: Committed to our mission of enriching lives and communities one home at a time and our vision of communities where everyone has access to sustainable and affordable housing.

PREFERRED:

- Cultural Responsiveness and Experience with Underserved Communities: Experience working with underserved communities including low-income families and/or individuals. Cultural self-awareness and a demonstrated ability to work across cultural differences with empathy and sensitivity.
- Commitment to Equity and Inclusion: A proven commitment to social justice.

Travel may be required for occasional training opportunities but is not a regular requirement for this position.

This position is subject to a background check. Information obtained from the background check process, including information from professional and personal references, will be used by One Roof only as part of the employment process and will be kept confidential by Human Resources.