Position: Chief Financial Officer
Full-time, Memphis, TN

Salary Range: Starting at $95,000, based on experience

The CFO is responsible for directing the fiscal functions of HFHGM in accordance with generally accepted accounting principles issued by the Financial Accounting Standards Board and other regulatory and advisory organizations, and in accordance with financial management techniques and practices appropriate within the industry. This role reports to the CEO and is a critical member of the organization’s Senior Leadership Team (SLT).

Roles & Responsibilities
- Plan, develop, organize, implement, direct and evaluate the organization's fiscal function, performance and financial control environment.
- Evaluate, develop, and maintain an effective, internal control environment for the organization.
- Understand and ensure compliance with regulatory and contractual requirements to protect the organization’s assets.
- Evaluate and advise on the financial impact of long range planning, introduction of new programs/strategies.
- Provide timely and accurate analysis of budgets, financial reports and financial trends in order to assist the President/CEO, the Board and other SLT members in performing their responsibilities.
- Enhance and/or develop, implement and enforce financial policies and procedures of the organization by way of systems that will improve the overall operation and effectiveness of the organization.
- Provide technical financial advice and knowledge to others within the financial discipline.
- Continual improvement of the budgeting process through education of SLT members on financial issues impacting department budgets.
- Establish and maintain lines of communication with investment bankers to optimize banking and investment relationships and initiate appropriate strategies to enhance cash position.
- Develop a reliable cash flow projection process and reporting mechanism that includes minimum cash threshold to meet operating needs.
- Act as an Advisor from the financial and risk management perspective on any contracts into which the organization may enter.
- Evaluate the finance division structure and team plan for continual improvement of the efficiency and effectiveness of the group; provide professional and personal growth opportunities, with an emphasis on individual opportunities.

Required Education & Experience
- Bachelor’s degree in accounting or finance with 10 years of related business experience required. Nonprofit experience preferred.
- Master’s in Business Administration and/or CPA preferred.

How to Apply
Applicants should send a resume and cover letter outlining how they meet the specific requirements of the position to habitathr@memphishabitat.com. No phone calls please. While we sincerely appreciate all applications, only those candidates selected for interview will be contacted. Please note the selected candidate will be required to meet employment verification requirements, pass pre-employment screenings, background checks, and sex offender registry checks.

About Habitat for Humanity of Greater Memphis
Habitat for Humanity’s vision is a world where everyone has a decent place to live, and since 1983, Habitat for Humanity of Greater Memphis has been working to realize that vision in Shelby County. Memphis Habitat partners with people in our community to help them build or improve places they can call home through new home construction, rehabilitation work and Aging in Place home modifications for seniors. Our employees enjoy a relaxed work environment and a real opportunity to make a difference in our community.