



ESSEX COUNTY HABITAT FOR HUMANITY

Job Title: Finance Associate

Reports to: Director of Finance and Administration

Job Type: Part-time/Hourly

Basic Function:

The Finance Associate will assist in the following areas: finance, human resources, and office administration. This position processes the organization's account payables and daily deposits. In addition, the position is responsible for maintaining accurate spreadsheets, answering phones and email, processing mail, and ensuring office is adequately supplied and kept.

Responsibilities and Duties

- Accurately process financial transactions, including daily deposits.
- Organize and upload invoices.
- Provide courteous timely replies to all general Habitat inquiries via email, mail, and phone. Become knowledgeable in all aspects of Habitat operations to provide highest level response to inquiries.
- Manage vendor documentation, including W9 and insurance.
- Maintain escrow accounts, including accurate records and distribution of funds.
- Gather and maintain all expense approvals and documentation, for credit cards and employee reimbursements.
- Maintain accurate filing system.
- Hand deliver documents as needed to Registry of Deeds, local officials and attorneys, and other locations as required.
- Perform other duties as assigned.

Position Requirements:

- Basic working knowledge of Microsoft Excel required.
- Prior experience in a non-profit setting helpful, but not required.
- Prior experience in mortgage loan origination, loan documentation, and mortgage servicing helpful, but not required.
- Maintain valid driver's license and reliable transportation.



Schedule:

- Typical work days are Monday-Friday, 8:30am-2pm. There is a 30-minute lunch break.
- This position is based in the office, and cannot be regularly done from a remote location.

Physical Demands:

This position requires regularly working in an office setting, working at a computer, using a telephone, and other office equipment. While performing the duties of this job, the employee is regularly required to read, talk, and hear.