

Habitat for Humanity of Lee and Hendry Counties, Inc.
VP of Finance – Controller

Position Title: VP of Finance – Controller	Status: Full Time
Team: Financial Management	FLSA Classification: Exempt
Reports To: Chief Financial Officer	Salary Range: \$95,000 – \$115,000
Direct Reports: Staff Accountant, Accounting & Compliance Specialist	Revision Date: 3-11-2026

POSITION SUMMARY

The VP of Finance – Controller provides strategic financial leadership and oversight of Habitat for Humanity’s financial operations. This position supervises the Finance Department, ensures accurate and timely financial reporting, oversees compliance and audit preparation, and manages budgeting, forecasting, and cash flow. The VP of Finance also serves as Controller, with hands-on responsibility for general ledger integrity, financial analysis, and accounting policy development.

This role reports to the Chief Financial Officer and partners with senior leadership to provide financial insights that drive organizational decision-making. The VP of Finance – Controller ensures that all financial operations comply with GAAP, nonprofit accounting standards, and regulatory requirements, while maintaining the internal controls necessary to support organizational accountability and stewardship.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following essential functions represent the fundamental job duties of this position. An individual must be able to perform these essential functions with or without reasonable accommodation.

Leadership & Departmental Oversight

- Supervise Finance Department staff, providing coaching, performance management, and professional development.
- Establish and maintain accounting policies, procedures, and internal controls to ensure compliance with GAAP and nonprofit regulations.
- Partner with the CFO and senior leadership to provide financial insights for organizational decision-making.
- Partner with CFO to ensure adequate staffing and workflow management across the Finance Department.

Financial Management & Reporting

- Prepare monthly, quarterly, and annual financial statements and management reports.
- Develop annual budgets and multi-year forecasts in collaboration with department leaders.
- Monitor budget performance, conduct variance analysis, and provide recommendations to leadership.
- Manage cash flow and cash projections to ensure organizational liquidity.
- Oversee job costing, home estimates, and construction financial tracking.
- Calculate discount mortgage amounts for closings per IRS guidelines.
- Prepare wire transfers for mortgage investors, land purchases, and other major transactions.

Accounting & General Ledger

- Oversee the general ledger, accruals, reconciliations, and adjusting journal entries.
- Ensure accuracy and integrity of all financial records and transactions.
- Review and approve journal entries, reconciliations, and financial postings prepared by Finance staff.

Audit, Tax & Regulatory Compliance

- Lead the annual financial audit, preparing schedules, reconciliations, and reports as required by auditors.
- Manage preparation of IRS Form 990, 1099s, and other required tax filings.
- File annual state and federal registrations, including SAM, Florida Department of Agriculture, and Annual Report.
- Track and manage contracts, credit cards, and spending reports.
- Ensure grant reporting and compliance requirements are met across the organization.

Land & Asset Management

- Maintain accurate accounting for land assets, acquisitions, and property taxes.
- Manage ad valorem exemptions and related filings.
- Oversee the fixed asset database and depreciation schedules.

Strategic Projects & Organizational Support

- Support acquisition activities, financial due diligence, and long-term planning initiatives.
- Prepare special analyses, reports, and research for the CFO, CEO, or Board of Directors.
- Participate in cross-departmental projects and committees as needed.
- Mentor and train Finance staff beyond routine supervision.
- Maintain a favorable working relationship with all other company employees to foster and promote a cooperative and harmonious working climate, which will be conducive to maximum employee morale, productivity, efficiency, and effectiveness.

REQUIREMENTS

Education

- Bachelor's degree in Accounting, Finance, or a related field required.
- Master's degree in Accounting, Finance, or Business Administration preferred.
- CPA or CMA designation preferred.

Experience

- Minimum of seven (7) years of progressive accounting and finance management experience, preferably in nonprofit or construction sectors.
- Demonstrated experience supervising accounting staff and managing a finance department.
- Demonstrated success in budgeting, forecasting, cash management, and audit preparation.
- Experience with nonprofit accounting principles, GAAP compliance, and regulatory reporting.
- Experience with grant compliance and reporting preferred.
- Experience leading annual financial audits and managing tax filings (Form 990, 1099s).

Knowledge, Skills & Abilities

- Strong knowledge of nonprofit accounting principles, GAAP, and compliance standards.
- Proficiency in QuickBooks Online Advanced; experience with Procore preferred.
- Strong skills in Microsoft Office products (Excel, Word, Outlook, SharePoint), with advanced Excel skills for financial modeling, analysis, and reporting.
- Strategic thinking with the ability to balance big-picture vision and detailed execution.
- Strong analytical, organizational, and problem-solving skills.
- Ability to prioritize and manage multiple deadlines effectively.
- Excellent written and verbal communication skills, including the ability to present financial information to non-financial audiences.
- Strong leadership skills with the ability to coach, develop, and hold staff accountable.
- High integrity, confidentiality, and commitment to continuous improvement.
- Understanding and appreciation of the mission of Habitat for Humanity.

Licenses & Other Requirements

- Valid Florida Driver's License and acceptable driving record.
- Must pass background check and drug screening.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position with or without reasonable accommodation. This is primarily an office-based executive finance role with extensive use of accounting software, financial analysis, and reporting.

- Regularly required to remain in a stationary position for extended periods while performing financial analysis, reporting, and reconciliations using office equipment, computers, and telephones.
- Regularly required to operate a computer, telephone, calculator, and other standard office equipment.
- Regularly required to detect and interpret information displayed on computer screens, printed financial statements, audit documents, tax filings, and regulatory materials at close range.
- Regularly required to communicate clearly and effectively, both verbally and in writing, in meetings, presentations, and correspondence with staff, CFO, CEO, Board members, auditors, and external partners.
- Regularly required to perform repetitive motions, including use of a keyboard, mouse, and calculator.
- Frequently required to move about the office to attend meetings, access files, and coordinate with staff.
- Occasionally required to operate a motor vehicle to travel to banks, government offices, or Habitat properties.
- Occasionally required to transport objects weighing 5 to 25 pounds (e.g., files, binders, audit documents, supplies, and equipment).

WORK ENVIRONMENT & CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position with or without reasonable accommodation.

- Majority of work is performed in a standard office environment with generally quiet to moderate noise levels.
- Standard schedule is Monday through Friday, 8:30 a.m. to 4:30 p.m., with flexibility for organizational needs.
- Occasional travel to banks, government offices, and Habitat properties.
- Frequent work outside of normal business hours during audit season, year-end close, budget development, tax filing deadlines, and Board meeting preparation.

OTHER DUTIES

Please note this position description is designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the associate for this job. Duties, responsibilities, and activities may change at any time with or without notice.

EQUAL EMPLOYMENT OPPORTUNITY & REASONABLE ACCOMMODATION

Habitat for Humanity of Lee & Hendry Counties is an equal opportunity employer and seeks to employ and assign the best-qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, citizenship, religion, sex, pregnancy, marital status, age, national origin, physical or mental disability, sexual orientation, genetic information, veteran/reserve national guard status, or any other status or characteristic protected by law.

Habitat for Humanity of Lee & Hendry Counties is committed to providing reasonable accommodation to qualified applicants and employees with disabilities. If you need reasonable accommodation to participate in the hiring process or to perform the essential job functions, please contact Deborah Boyer at 239-360-8019.

We're excited to hear from you! All applications must be submitted through our careers page: <https://www.habitat4humanity.org/careers/>