

Black Hills Area Habitat for Humanity

Position Title: HR Specialist

Location: Rapid City, SD USA

Reports To: Integrator/Chief of Staff

Cooperates closely with: ReStore Manager, Homeowner Services Manager, Office Administration, and Resource Development Specialist

Description of Organization:

Black Hills Area Habitat for Humanity (BHAHFH) is a non-profit housing ministry that seeks to put God's love into action by bringing people together to build homes, communities and hope. We partner with families to build and repair decent, affordable housing. Black Hills Area Habitat for Humanity is working to create a team of individuals with high ethical standards who work diligently and enjoy turning challenges into opportunities. Grounded by our faith in Christ, we serve others and place mission above self.

Job Type: Full-time/Exempt

Position Summary:

This position is responsible for overseeing the fiscal and Human Resource functions of Black Hills Area Habitat for Humanity in accordance with generally accepted accounting principles and practice and adherence to local, state, and federal guidelines. The HR Specialist Supervises the Finance and Human Resources associated functions. Responsible for accounting functions, contracts, insurance, Human Resources, and risk management.

Responsibilities:

- Oversee the provision of financial reports and interpretation of financial information to managerial staff by the Bookkeeper while recommending further courses of action.
- Work closely with staff to manage the preparation of the company's budget.
- Oversee operations of the finance department, set goals and objectives, and design a framework for these to be met.
- Maintaining the financial health of the organization.
- Analyze costs, pricing, variable contributions, sales results and the company's actual performance compared to the business plans.
- Develop trends and projections for the firm's finances.
- Conduct reviews and evaluations for cost-reduction opportunities.
- Correspond with various other departments, discussing company plans and agreeing on future paths to be taken.
- Efficiently handle and reconcile expenses and income for Habitat properties, accurately and responsibly allocating funds in such a way that ensures both the fiscal health of the organization, and the continuation of BHAHFH's mission to continue building, repairing, and renovating homes in the Black Hills.

- Manage the Human Resource function including payroll, bookkeeping, recruitment, onboarding, retention.
- Other duties as assigned.

Qualifications:

- Strong communication skills, both written and verbal, with a keen attention to detail.
- Thorough knowledge of generally accepted accounting principles.
- Experience managing a complete set of accounting books.
- Proficiency with accounting software is required, QuickBooks preferred.
- Proficiency with Microsoft Office, including Excel & Word.
- Ability to effectively communicate in a professional manner with vendors, staff, board members, families, and anyone associated with Black Hills Area Habitat for Humanity.
- Strong analytical, quantitative, problem solving and technical skills.
- Self-directed, able to create a plan, prioritize tasks, and pivot as needed to execute tasks by agreed deadlines both independently and in collaboration with others.
- Proven ability to collaborate with various departments and lead training and development initiatives.
- Exceptional organizational, analytical, and leadership skills.

Education Requirements:

- Bachelor's degree in a related field, with a strong preference for candidates with a financial/human resources background.
- Minimum of 3 years of relevant experience, with a preference for those with a non-profit background.

Required Physical Abilities:

- Ability to work in multiple work environments, including prolonged periods of sitting at a desk or standing
- Must be able to lift up to 20 pounds occasionally

Other Requirements:

- Gain an understanding and support of BHAFH Mission
- Behave in alignment with Code of Culture (attached)
- Ability to pass a criminal background check

Pay Range: \$50,920-\$60,130

Send resume (including references) to info@blackhillshabitat.org