Habitat for Humanity® of Washington, D.C. & Northern Virginia

We build **strength, stability, self-reliance,** ***and*** **shelter**.

JOB POSTING

Position Title: Compliance Analyst

Employment Type: Full-time, Non-Exempt, 40 hours per week

Compensation: The annual salary for this position ranges between $68,000 and $70,000. Salary commensurate with experience and qualifications.

Reports to: Chief Financial Officer

POSITION SUMMARY:

Habitat for Humanity of Washington, D.C. & Northern Virginia (Habitat DC-NOVA) is seeking a detail-oriented and analytical individual to join our Finance Team as a Compliance Analyst. This position requires strong organizational and time-management skills, excellent attention to detail, and the ability to manage multiple priorities while meeting recurring reporting deadlines.

The Compliance Analyst will support the organization's lender and federal award compliance, financial reporting, and audit readiness. Working closely with the Chief Financial Officer (CFO), Controller, and Finance Team, this position will help monitor financial metrics and contractual requirements, prepare financial reporting packages, maintain compliance documentation, and improve the efficiency and accuracy of finance processes. The ideal candidate is comfortable working with complex spreadsheets, handling confidential financial information, and coordinating with different stakeholders.

COMPENSATION AND BENEFITS:

Habitat DC-NOVA strives to foster a collaborative, support, and flexible work environment with a dynamic and passionate team that is committed to creating affordable homeownership opportunities for everyone.

The annual salary for this position ranges between $68,000 and $70,000, commensurate with experience and qualifications. We offer a competitive salary and benefits package including healthcare benefits, vision benefits, dental benefits, life and disability insurance, retirement savings plan with an employer contribution, generous paid time off, and more.

ABOUT HABITAT DC-NOVA

Habitat for Humanity of Washington, D.C. & Northern Virginia (Habitat DC-NOVA) believes that everyone deserves a safe, decent, and affordable place to call home. We help families with low and moderate incomes build strength, stability, and self-reliance by creating and preserving affordable homeownership. While we are best known for building and selling affordable homes, we do so much more: we repair existing homes, mobilize and advocate in support of pro-housing policies and solutions, provide homeowner financial education, and engage thousands of volunteers across the region. Our work brings together local families, community partners, volunteers, faith-based organizations, companies, and individuals to serve families in need of shelter. Habitat DC-NOVA launched in 2022 when DC Habitat and Habitat NOVA combined to become a single, regional organization. You can learn more about our work at habitatdcnova.org.

DUTIES AND RESPONSIBILITIES:

- Own the lender covenant and federal award compliance checklists, keep the Smartsheet compliance tracker current, and track recurring reporting deadlines.
- Research federal award, lender, and District of Columbia and Virginia requirements, and maintain time and effort records and compliance evidence for the single audit.
- Assist with compilation of monthly financial packages and compile quarterly lender ratio packages for Controller and CFO review.
- Compile loan and grant draw documentation, including required documentation, schedules, and supporting materials, for Controller and CFO review.
- Monitor loan covenants and related requirements, calculate required financial metrics, and escalate to the CFO any covenant at risk of breach or other potential compliance issue.
- Compile information for lender and banker requests for CFO review and maintain supporting documentation related to loans, grants, and housing finance activities.
- Compile audit backup and package supporting PDFs for auditors and external reviewers, and provide backup support for routine accounting tasks during month-end and audit periods.
- Improve financial reporting processes, including streamlining manual Excel-based reporting and enhancing reporting tools and documentation.
- Help implement internal audit procedures and written controls, and maintain the evidence that shows they are followed, under the Controller's direction.
- Approvals, signatures, and certifications remain with the Controller and CFO; this position compiles and recommends but does not approve.
- Perform other duties as assigned.

QUALIFICATIONS:

- Bachelor’s degree in Accounting, Finance, Business Administration, or a related field.
- 1-3 years of experience in accounting, finance, financial analysis, reporting, compliance, or a related role.

- Nonprofit experience strongly preferred.
- Working knowledge of GAAP and nonprofit financial reporting.
- Experience preparing or supporting financial reports, lender reporting packages, compliance documentation, financial metrics, or similar analyses preferred.
- Experience with Sage Intacct, Smartsheet, and/or Martus a plus.
- Familiarity with federal award or lender covenant compliance a plus.
- Strong analytical and organizational skills with high attention to detail and the ability to compile and manage supporting documentation.
- Advanced proficiency in Microsoft Excel and proficiency in Microsoft Office Suite; ability to work with complex spreadsheets and improve manual reporting processes.
- Ability to manage multiple priorities, coordinate information across stakeholders, and meet recurring monthly, quarterly, and external reporting deadlines.
- Strong written and verbal communication skills, including the ability to communicate financial information clearly and professionally.
- Ability to handle sensitive and confidential information with professionalism.
- Comfortable working in a hybrid environment.
- Essential functions include extended periods of computer-based work; occasional lifting of files or materials up to 15 pounds; and periodic travel to Habitat DC-NOVA offices, ReStores, and project sites in the Washington, D.C. and Northern Virginia region. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

- Hybrid role (remote and in-office).
- Overtime may be required during month-end, quarter-end, and audit periods.
- Based in the Washington, D.C. / Northern Virginia region.
- Habitat DC-NOVA is an equal opportunity employer. This position description does not constitute a contract of employment and may be modified by the organization at any time.

TO APPLY:

Please submit a resume and cover letter with your desired salary to John Cuevas at hr@habitatdcnova.org. Include “Compliance Analyst” in the subject line. You may also apply online via our postings.

Habitat for Humanity of Washington, DC & Northern Virginia is an Equal Opportunity Employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.