

**Pittsburgh Habitat for Humanity  
Committee Job Description**

**Finance Committee Volunteer**

**Position:** Member of the Finance Committee

**Accountable to:** Chairperson of the Finance Committee

**Description:** The Finance Committee should work closely with the Executive Director in balancing our need for efficiency with the importance of maintaining a low as possible overhead burden. The committee should also assist the Executive Director in developing a balanced budget during the annual planning process to cover administrative needs for the year.

**Expected Commitment:**

A minimum of one fiscal year (June – July) is required.

**Responsibilities:**

1. Attend monthly committee meeting.
1. Become aware of Pittsburgh Habitat.
2. Conduct the planning process of Pittsburgh Habitat within a schedule, which assures Habitat's plan for the following year, including completion of the budget in time for action by the Board at its December meeting.
3. Annually, conduct the long-range planning process to assure that Habitat's long-range plan embraces at least three future years.
4. Serve as a check and balances to ensure that Pittsburgh Habitat is running as efficiently and at as low—cost as possible.
5. Assist Executive Director and Treasurer in developing an achievable overhead budget.

**Outcomes/Goals:**

Pittsburgh Habitat should have a realistic budget at the beginning of each fiscal year. The committee should ensure that Pittsburgh Habitat stays within its budget and is economically responsible.

**Training and Support Plan:**

**Qualifications:**

The committee members should have finance experience. Non-profit accounting and bookkeeping experience is preferred.