

Financial Analyst



At a Glance

Time Commitment: Full-Time, 37.5 hours/week

Experience Level: Intermediate

Team: Finance department; reports to Finance Director

Salary: \$65,000-\$75,000/year + benefits

Location: Asheville, NC

Anticipated Start Date: July 14, 2025

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The Opportunity

Mountain Housing Opportunities (MHO) has delivered affordable housing solutions for income-limited homeowners and renters in and around Buncombe County since 1988. In 2020, MHO's Board of Directors adopted an ambitious 5-year Strategic Plan that outlined goals to help meet our region's demand for more and better affordable housing solutions. That plan includes increasing production for both affordable rental and homeownership units, doubling the number of households served by home repair, expanding our down payment assistance program, adopting a service-enriched housing model for MHO's affordable rental communities, growing philanthropic support, and examining our outcomes across our services in order to identify and improve our ability to deliver services that address historic inequities and deliver justice and empowerment through housing. MHO's suite of affordable housing programs and services are all the more critical as our region begins our long-term recovery from the devastating impacts of Hurricane Helene. **As we continue to scale our work to meet Western NC's affordable housing needs, MHO is seeking a dynamic finance/accounting professional to help build out our financial reporting through dedication and stewardship of process optimization.**

Position Summary

The Financial Analyst role will include assisting with accounting, budgeting, internal/external reporting, and cost analysis to ensure the organization's resources are optimized for impact. The ideal candidate will possess strong analytical skills, non-profit experience, and a deep understanding of financial accounting and reporting.

Key Responsibilities

- Preparation of monthly bank reconciliations, ensuring accuracy and completeness
- Management of charitable cash receipts and operational disbursements
- Preparation and submission of sales tax reporting
- Preparation of month-end, quarter-end and year-end close activities and ensure integrity and accuracy of reported results and reconciliation with external billing
- Oversight of Invoice Processing for proper classification and budget tracking

- Quarterly preparation, reconciliation and analysis of Balance Sheet, Consolidated Debt Schedule, and Profit & Loss actuals vs budget
- Preparation and reconciliation and serve as key contact of MHO benefits administration, including but not limited to coordination of insurance coverage and Worker's Comp reporting and audits
- Preparation of compliance reporting for debts, grant funding
- Management of capital leases and related balance sheet and depreciation accounting
- Oversee project billing processes and ensure proper calculation, invoicing and recognition of costs and related revenues/fees on a timely basis and ensure all is in accordance with legal agreements
- Identify and implement improvement process improvement opportunities and new planning & reporting tools.
- Prepare and perform analyses and serve as key contact for department leads, property management, and external stakeholders
- Support annual organization audit by preparing requested work papers
- Special projects and other functions as required by manager or MHO
- Function as a resource to project teams and external parties to ensure understanding and adherence to key procedures and processes

Required Qualifications

- Strong affinity for MHO's mission and service population; shared commitment to MHO Values
- Bachelor's degree in Finance, Accounting, or related field
- Minimum 3-5 years' experience in related field
- Knowledge of US GAAP and nonprofit accounting practices
- Strong analytical skills with attention to detail
- Advanced proficiency in MS Office, including Excel
- Proficient in applications including MIP or similar ERP software, ADP, SharePoint

Key Competencies

- Ability to exercise good judgment in a variety of situations
- Ability to work both independently and collaboratively with cross-functional teams
- Strong problem-solving and critical thinking skills
- Adaptability to shifting priorities and ad hoc requests
- Ability to communicate financial information to non-financial stakeholders

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Working Conditions

Cognitive: Able to accurately read written information, communicate via phone and via email, and verbally/in-person in the English language; able to understand and relate to concepts behind specific ideas and remember multiple tasks/assignments given over a period of days;

able to attend to tasks/functions for more than 60 minutes at a time; able to concentrate on detail in both office and field with moderate interruption.

Physical: Must be able to work on a computer for extended periods; able to push/pull/carry objects less than 20 pounds; sit, stand, bend, kneel, walk, climb stairs; may need to enter/exit buildings that are under construction, occasionally, without normal ingress/egress available; able to travel offsite, as needed, via necessary transportation, to MHO sites, clients, and events, or to attend regional and/or statewide meetings, trainings, or events. It is the policy of MHO to provide reasonable accommodation when requested by a qualified applicant or employee with a disability, unless such accommodation would cause an undue hardship.

Environmental: Subject to low to moderate noise typical of office work environments (computers, printers, staff interactions); occasionally exposed to construction site noise and hazards for short periods of time; must wear personal protective equipment, such as safety glasses, earplugs, safe footwear when warranted; may be subjected to various weather conditions including hot or cold temperatures and precipitation.

Time-Oriented: Must be able to work 37.5 hours during the regular workweek (Monday-Friday), with work required during occasional weekend and evening hours as well as occasional holidays.

Equal Opportunity Employer: MHO provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender (including pregnancy), sexual orientation, gender identity or expression, national origin, age (over 40), disability, genetic information, marital status, status as a covered veteran, or any other protected class or characteristic under applicable federal, state or local laws. MHO complies with applicable federal, state, and local laws governing nondiscrimination of employment in every location in which MHO has employees.

About Us: Founded in 1988 by volunteers, Mountain Housing Opportunities is the regional nonprofit leader in developing and preserving safe, stable, and affordable housing in Buncombe County and beyond. MHO serves more than 2,000 households each year in western North Carolina through affordable rental homes, essential home repair, the construction and sale of new affordable homes, and down payment assistance. MHO's mission is to build and improve homes, neighborhoods, communities, and lives, and build hope and dignity in the people we serve. MHO is a 501(c)(3) non-profit organization and operates as a Community Development Housing Organization (CHDO) and a Community Development Financial Institution (CDFI). Visit <https://mtnhousing.org/> to learn more.