

**Habitat for Humanity East Bay
Construction Budget Analyst – Job Description**

Date: April, 2008

Departments: Construction and Finance & Operations

Reports to: Director of Construction
Director of Finance & Operations

Classification: Full time, Exempt,

Habitat East Bay Mission Statement:

Inspired by God's love, our mission is to create successful homeownership opportunities for families with limited incomes by building sustainable housing and revitalizing neighborhoods.

Position Purpose:

The Construction Budget Analyst (CBA) is responsible for overseeing all financial and contract activities for the Construction Department and overall Habitat East Bay (HEB) cash flow budgeting, reporting and analytical functions for the Finance & Operations Department. The CBA will work with the Director of Construction (CD) to generate project budgets, create and maintain committed cost, cash flow and variance reports. The CBA will also act as the contract administrator for all subcontractors and major vendors. In addition, the CBA will run HEB's Cash Management System (CMR), used for overall HEB budgeting, reporting and variance analysis.

Essential Functions of Position:

Budget Maintenance

- Create construction budgets jointly with (CD) and Cost Engineer (CE).
- Create cash flow projections for each project and update monthly utilizing construction schedules prepared by others.
- Create and maintain on a weekly basis Committed Cost Report for each project and interface with contract admin duties.
- Aid CD in preparing yearly construction budgets
- Coordinate the annual and periodic updates to the HEB budget and/or Outlook with accompanying variance analysis to support
- Coordinate the monthly CMR process; providing quick and accurate turnaround and analytics that describe business changes and their impact on financial results.

Contract Administration

- Upon approval of CD and/or CE, prepare contract package and monitor to complete execution.
- Track and ensure proper insurance, bonding, and license requirements are met.
- Track and record all pre-liens to appropriate contractor or vendor.
- Upon approval of CD and/or CE, prepare change orders and monitor to complete execution.
- Review invoices for accuracy of form, lien waivers, current insurance, % complete for approval by CD.

Vendor Administration

- Maintain vendor list. Update credit status, authorized purchasers, and contacts as needed.
- Create PO's for materials as needed with input from purchasing.
- Monitor and collect field tags for inclusion with invoice approvals

Inventory and Gifts in Kind

Monitor and record warehouse inventory activity provided by Site Superintendents and Purchasing. Prepare yearly warehouse inventory and valuation with input from others. Upon receipt of GIK inventory from Development, calculate GIK construction values for Finance.

Knowledge, Skills, and Abilities:

BA or equivalent experience

Commitment to the HEB mission to build low-cost housing.

Organized, methodical, detail oriented, and analytical

Mastery in Microsoft Excel

Experience with computerized accounting systems, MAS 90 or equivalent

Prior construction accounting experience

Proficient with MS Outlook, Word, Project and Access

Demonstrated ability to multitask in a fast paced environment

Excellent oral and written communication skills

Responsibility and Decision-Making Authority:

Must be able to work independently as well as on a team.

Working Environment/Minimum Physical Requirements:

This position requires daily travel to main office with periodic travel to construction sites.

Note: This document describes typical duties and responsibilities and is not intended to limit management from assigning other work as desired.