



COMMUNITY FIRST FUND TEAM MEMBER PROFILE CHARACTERISTICS, SKILLS & EXPERIENCE

Date: 06/2021

Name: Vacant

Position/Title: Controller

Department: Finance Reports To: Chief Financial Officer

Salary Band: Management & Oversight

CHARACTERISTICS

- Organized/ Efficient
- Approachable
- Analytical
- Independent/ Self-motivated
- Adaptable and Strategic Leader
- Ethical
- Goal Oriented
- Reliable
- Conscientious
- Communicative
- Story Telling
- Performs well in a fast paced work environment
- Supportive
- Curious
- Creative
- Leader

SKILLS

- Proficiency in Microsoft Products; with strong skills in Excel.
- Capacity to learn departmental software systems and databases, including but not limited to Customer Relationship Management software, SPARK (loan on-boarding), The Exceptional Assistant (TEA – Loan servicing) and cloud based programs like Microsoft 365 and Power BI.
- The ability to maintain a high degree of accuracy and attention to detail.
- Ability to work independently.
- Strong written and verbal communication skills.
- Strong analytical skills.
- Ability to work effectively with racially and socially diverse individuals.

EXPERIENCE

- 2 – 4 years of experience in data analysis and reporting
- Minimum 5 years overseeing accounting process and work flow
- Bachelor's degree or commensurate experience in business, accounting, or data related fields.
- Demonstrated supervisory experience.
- CPA preferred.



COMMUNITY FIRST FUND TEAM MEMBER PROFILE ROLES, RESPONSIBILITIES & EXPECTATIONS

ROLE:

- The Controller is responsible for auditing, budgeting, reporting, cash management, loan accounting, preparation of monthly financial statements and making month-end financial journal entries. The Controller ensures that all financial records are accurate and complete. The individual helps to supervise the Accounting team. This position oversees other financial functions for the organization, including payroll, accounts payable, and loan payment billing and disbursements.

RESPONSIBILITIES:

1. Leadership and Management of Accounting Function
2. Work Flow Management
3. Assists with Financial Needs
4. Individual, Team and Company Participation

EXPECTATIONS:

1. Leadership and Management of Accounting Function

- a. Provides day to day supervision, training and evaluation to members of the accounting staff
- b. Ensures all staff are adequately trained to perform requisite duties
- c. Provides inspirational leadership consistent with our mission
- d. Adheres to supervisory requirements including recruitment, coaching, and other policy oversight.
- e. Participates in strategic planning efforts
- f. Conducts the annual audit process.
- g. Manages the budgeting process.
- h. Manages compliance and impact operations.

2. Work Flow Management

- a. Supervises preparation of month end closing and accruing journal entries.
- b. Oversees cash receipts functions – Bank Reconciliations.
- c. Provides guidance for loans receivable and accounts payable functions.
- d. Oversees investor notes payable including bi-annual payments.
- e. Reviews grant agreements, invoices and reports (monthly and quarterly) for grantors.
- f. Manages payroll preparation and reporting.
- g. Supervises Accounts Payable Preparation, and Loan Disbursements.
- h. Oversees loan fund reporting.
- i. Oversees the creation and maintenance of Standard Operating Procedures.
- j. Coordinates and maintains loan accounting software including: Billing, ACH payment processing, GL accounting, Payment Entry, Late Letters, and Delinquency Reporting.



3. Assists with Financial Needs

- a. Prepares balance sheet, income statement and selected account analysis.
- b. Assists in preparation of board reports; assists in property management issues and special projects as directed.
- c. Supports the Chief Financial Officer with research and development of opportunities for capitalization in support of the Five-Year Strategic Plan.
- d. Manages other projects as assigned.

4. Individual, Team & Company Participation

- a. Quarterly Coaching Sessions and Annual Review Meeting
- b. Department Meetings
- c. Loan Committee as directed
- d. Supports other departments by providing reports and information as needed.
- e. Participate in training, assessments and surveys as directed
- f. Opportunities Meeting, Quarterly Business Meeting
- g. Special Events Attendance & Support

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to stand, sit, talk and hear.
- The employee is occasionally required to move about the office; use hands and fingers to feel, handle, or operate office equipment.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The work is performed primarily in an office or client business setting. The noise level in the work environment is moderate.
- Travel in a wide geographic area is required approximately 10% of the time. Employee must hold a driver's license and able to drive, and able to travel outside of the office for meetings, conferences, client visits and other job-related commitments.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The team member profile does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.