



JOB DESCRIPTION

Job Title: Controller	Reports to: VP, Chief Financial Officer
Salary Grade: 13	FLSA Status: Exempt
Location: Raleigh Main Office/Hybrid Remote (Based in North Carolina)	Prepared: November 2023

Who we are: Carolina Small Business Development Fund (CSBDF) is a nonprofit and certified community development financial institution (CDFI). We are passionate and committed to providing support to small businesses across the state. Our Mission is to foster economic development in underserved communities by providing capital, business services, and policy research to support small businesses. CSBDF provides assistance to small business in four major ways: as a partner, as a trusted guide, as an advocate for small businesses, and as an accessible funding source. Our work supports our vision to create economic opportunity for all people.

Nature of Work: The Controller position is an integral part of the management team with accountability for managing the financial accounting, cash management, grant/sponsorship income, reporting and investment activities. Additionally, this position works with auditors, prepares all bank reconciliations, journal entries, payroll, accounts payable, accounts receivable transactions. This position assists the CFO in supporting all financial administration, business planning, and budgeting activities. Performs related duties as assigned.

Supervision Received/Exercised: Works under the general supervision of the VP, CFO and directly supervises Accounts Payable and Accounts Receivable.

Essential Job Functions: *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

Financial Functional Area:

- Financial Accounting Owner – responsible for month end accounting process.
- Assists CSBDF Nonprofit’s leadership in the annual budgeting and planning process.
- Supports the VP, CFO in engaging the board’s audit and finance committees around issues and trends in financial operating models and delivery.
- Processes accounts receivable payments, ensuring appropriate back-up documentation accompanies each payment.
- Manages accounts Payable, ensuring timely payments and reconciliation.
- Records Management including recording all daily cash receipts, receiving payments from borrowers, entering the payments into TEA software and recording the adjusting journal entry into Financial Edge in accordance to company policies and GAAP.



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- Oversees ACH process making sure all new loans have an ACH form, verify account information, record the transaction, charge and collect fees, and wires as they are sent and entered into both *Tea* and *Financial Edge*.
- Conducts account research and analysis.
- Maintains an accurate aging report through tracking and resolving outstanding payment issues
- Monitors loans to ensure timely payments.
- Reconciliation of accounts across multiple sub accounts and billing platforms.
- Support VP, CFO with organizational cash flow forecasting.
- Performs other duties as assigned or required.

Credit/Lending Functional Area:

- Provides support to VP, CCO on disbursements.
- Coordinate with Loan Portfolio Manager and Loan Servicer with outstanding borrowers, research and resolve unpaid open receivables.
- Review and inform VP, CFO, VP, CCO and Loan Portfolio Manager of delinquent borrowers.
- Work with the Credit/Lending staff related to loan charge-off issues.
- Collaborate with the Credit/Lending staff to resolve any outstanding billing loan issues.

Development Functional Area:

- Supports Development with processing of grants and funding sources.
- Supports all financial, project/program and grants accounting; ensures that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period; collate financial reporting materials for government, corporate, and foundation clients/grantors.

Qualifications:

Experience:

- Bachelor's degree in accounting, business, nonprofit financial management, or related field.
- At least five years of relevant professional experience managing grants and nonprofit accounting.
- Any combination of education and experience that can be considered equivalent to the above requirements.

Knowledge:

- Knowledge of Generally Accepted Accounting Principles and Generally Accepted Auditing Principles related to nonprofit sector financial administration.
- Knowledge of Government Accounting Standards Board (GASB) and Financial Accounting Standards Board (FASB) recommended practices and procedures.
- Knowledge of Legal, ethical, and professional rules of conduct for finance officers.
- Knowledge of federal, state grant, and special fund accounting regulations, procedures, and accountability standards.
- General knowledge of current legislative, political, and economic trends in Community Development Financial Institutions (CDFI's).

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- Knowledge of current trends, techniques, and approaches for a financial institution regulatory and compliance environment.
- Knowledge and understanding of rules and regulations governing lending activities, including SBA.
- Familiar with Salesforce, TEA software, Financial Edge, and Blackbaud applications preferred.

Skills/Abilities:

- Sophisticated nonprofit fund and federal grant accounting and management preferred.
- Proficiency with accounting software, spreadsheets and data management systems required.
- Ability and desire to translate complex financial concepts to individuals at all levels including finance and non-finance managers.
- Interpret and apply accounting standards and procedures.
- Develop and implement cost effective management of resources.
- Ability to analyze financial issues and make logical recommendations based on findings.
- Skilled at analysis and application of accounting principles and standards.
- Adept at leading, coordinating staff, delegating tasks and authority with discretion.
- Proactive and takes the initiative with excellent proven negotiation, persuasion, and execution.
- Strong communication, organization, and detail-orientation skills.
- Maintain confidentiality in processing sensitive client information using discretion and tact.
- Support a quality credit culture and operate on a team-based lateral organization structure.
- Maintain and support a shared collaborative team culture in person and virtually.
- Ability to meet reasonable deadlines and prioritization of workflow within a changing fast paced work environment.

Physical Demands:

Work is principally sedentary, but may involve some physical exertion during visits with the course of normal work activities, and travel to meetings, conferences or workshops in other cities. As an exempt employee, extended hours may be required in some instances.

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.

Work Environment:

Work involves the normal risks or discomfort associated with a standard office environment and is usually in an area that is adequately heated, lighted, and ventilated.

Compensation:

We offer a competitive salary that depends on prior experience. Our benefits package includes Medical, Dental, Vision, Short Term Disability, Long Term Disability, 401k Account with employer match, plus generous vacation and sick time.

The job description 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.