



# NC RURAL CENTER

## ***Controller***

Reports to the senior director of finance and administration and is responsible for performing day-to-day operations of the finance division and all accounting functions related to the NC Rural Center's Small Business Credit Initiative (SBCI) programs.

## **Education/Experience:**

Bachelor's degree in business, accounting or related field and/or 5+ years of business/accounting experience in a fast paced environment. CPA preferred.

## **Qualifications:**

- Proficiency in nonprofit fund accounting and GAAP
- Basic understanding of commercial lending practices and small business finance
- Excellent communication skills (phone, written, and in-person)
- Excellent organizational skills, including the ability to juggle multiple tasks
- Proficient in Financial Edge/NXT fund accounting software
- Strong ability to use MS Office programs (especially Excel) and to learn new software applications
- Collegial and collaborative in working with Rural Center coworkers and others in the business development domain in North Carolina

## **Responsibilities:**

- Supervise the monthly closeout process
- Perform all monthly bank and general ledger account reconciliations
- Prepare quarterly consolidated financial statements and financial dashboard graphics for distribution to Center management and board of directors
- Coordinate and direct the work of the accounting assistant in the following areas:
  - Accounts payable
  - Accounts receivable
  - Property control functions, including maintaining fixed assets listing and conduct of annual physical inventory of fixed assets.
- Assist with development of the Center's annual operating budget
- Monitor budget performance and prepare and analyze monthly budget variance reports for distribution to Center management and board of directors
- Assist with preparation and analysis of Center wide revenue and cost allocations
- Process wire/ACH transfers for all loan disbursements, ensuring accuracy and compliance with program guidelines
- Monitor and manage the Center's cash and investments
- Prepare cash flow projections
- Prepare indirect cost rate proposal and supporting documentation to submit for federal approval on annual basis

- Coordinate preparation of information for the Center's annual audit
- Maintenance of accounting software package and liaison with external software consultants
- Responsible for daily accounting oversight and proper financial statement presentation of all SBCI programs (includes \$25 million Loan Participation Program [LPP], \$20 million Fund of Funds investment program [FOF], and \$1.5 million Capital Access Program [CAP])
  - Manage all three portfolios, reconciling activity in loan software and various spreadsheets with general ledger on a monthly and quarterly basis
  - Provide weekly cash transaction detail of LPP loan payments to loan manager and review accurate posting of transactions in loan software and general ledger
  - Review LPP delinquencies and prepare quarterly loan loss allowance work papers
  - Maintain Fund of Fund files and accounting records and coordinate with third party in preparing financial statements for wholly-owned subsidiary, Rural Center Ventures, LLC
  - Coordinate with fund managers in funding new investments, ensuring compliance with partnership agreements, and accurate recording of investment transactions
  - Review all CAP enrollment and claims documentation and record activity in the general ledger
  - Prepare required annual footnote disclosures for all SBCI activity

### **COMPENSATION AND BENEFITS**

The Rural Center offers excellent benefits and salary commensurate with experience. Benefits include health, vision and dental insurance, retirement contributions, holidays, vacation, and sick leave. The Rural Center is an equal opportunity employer.

### **How to apply:**

- Applicants will be evaluated on their ability to follow instructions:
  - Prepare a cover letter and resume specifically tailored for this opportunity, and email them as a Word or PDF document to [hr@ncruralcenter.org](mailto:hr@ncruralcenter.org). The subject line of the email should include your name and the position title
  - Applications will be reviewed on a rolling basis and positions will remain open until filled
  - For questions not covered above, contact Mary K. Clifford, senior director of finance and administration, by emailing [mkclifford@ncruralcenter.org](mailto:mkclifford@ncruralcenter.org)