

JOB DESCRIPTION

Job Title:	Controller (Director of Accounting)	Date:	November 2022
Department:	Finance & Administration	Classification:	Exempt
Reports to:	CFAO	Pay Range:	\$100,000 - \$115,000
Supervises:	Accounting Manager, Staff Accountant	PT/FT Hours:	FT - 40 Hours Per Week
Location:	CEF Office/Remote		

Organization Description

Colorado Enterprise Fund (CEF) is a nonprofit organization dedicated to the success of small businesses. We are committed to creating meaningful impact in Colorado's communities by providing equitable access to funding for entrepreneurs who cannot access to bank loans and other financial resources. At CEF we see our impact in the community through job creation, wealth building, and the growth and success of the businesses we fund. As a Community Development Financial Institution (CDFI), we specialize in offering loans, grants, and business coaching to entrepreneurs. We are committed to serving all small businesses, and we target resources to Black, Latino, women, and veteran owned businesses, especially those located in low to moderate income areas. CEF strongly encourages people who come from the populations and communities we serve to apply.

Overview of Position

The controller position is accountable for the accounting operations of CEF. This includes the production of periodic financial reports, maintenance of an adequate system of accounting records, and a comprehensive set of controls designed to mitigate risk. The controller is also responsible for enhancing the accuracy of the company's reported financial results and ensuring that reported results comply with generally accepted accounting principles. The controller will also ensure proper cash management for the organization.

Essential Duties/Responsibilities

- Oversee implementation of internal control, ensuring appropriate check and balances exist in the conduct of accounting transactions and payments.
- Maintains and enforces a documented system of accounting policies and procedures.
- Maintains chart of accounts and is the organization's lead on accounting systems/software to include expense and bill payment solutions.
- Reviews and approves necessary reconciliations, journal entries, and transactions prepared by others.
- Issues timely and accurate financial reports at monthly, quarterly, and annual intervals.
- Ensure tie out between accounting software (Sage), loan management software (Downhome) and compliance reporting
- Create and update subsidiary accounting transactions
- Calculates variances and prepares justifications.
- Remains current regarding various compliance matters with external parties, including SBA, CDFI, State of Colorado and others.
- Develop, manage, and mentor the accounting team consisting of an accounting manager and staff accountant.
- Work collaboratively across the organization to support financial reporting to stakeholders, compliance, budgeting, and forecasting efforts.

- Be the primary liaison with the external auditors to oversee annual audit and 990 preparation for all CEF entities.
- Responsible for cash management and ensuring all debt service and covenants are met.
- In collaboration with HR, prepares payroll and corresponding payroll entries.
- Responsible for ensuring all necessary state registrations and licenses are current and compliant.
- Participate and contribute to annual and strategic planning processes.
- Other duties as assigned.

Education/Experience

- B.S. in Accounting or related degree.
- At least 10 years of demonstrated relevant experience.
- CPA required.
- Prior non-profit experience preferred.
- MBA preferred

Knowledge, Skills & Abilities

- Previous experience managing teams.
- Commitment to the organization's mission, guiding principles, and strong work ethic.
- Professional demeanor and willingness to cooperatively participate on a team in a small mission-based organization.
- Uses collaborative approach to management and has flexibility to work with broad range of cultures, personalities, and work styles.
- Superior Excel skills.
- Excellent written and verbal communication skills.
- Propensity to pursue and apply understanding of business environment, including current events and economic cycles, to analysis.
- Strongly self-motivated and able to follow through in completing high-quality, detailed work with minimal supervision.
- Strong problem-solving and organizational skills.
- Ongoing focus on continual improvement and efficiencies to process.
- Relationship builder, customer service-driven mindset.
- Capacity to prioritize multiple responsibilities to meet internal and external customer deadlines.
- Demonstrated ability to prepare clear, accurate, well -organized written financial reports and to communicate verbally in an effective manner.

Workspace/Physical Requirements

- CEF is a remote-friendly workplace; CEF provides all employees with a laptop, two monitors with port, and a wireless mouse and keyboard
- In-person workspace at CEF offices is available
- Prolonged periods of sitting at a desk and working on a computer

Benefits

CEF currently provides Kaiser Permanente health insurance, Guardian vision insurance, and Anthem dental insurance. CEF covers 80% of the employee premium and 50% of family dependent premiums for all named insurance benefits. CEF also offers a 403b retirement plan

through MetLife with an employer matching up to 3% of an employee's contribution. CEF also offers a Flexible Spending Account for childcare and health care. Our generous time off policies include ten (10) paid holidays per year, paid vacation, and paid health and wellness time. We offer flexible work arrangements.

Disclaimer

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

Equal Employment Opportunity

Colorado Enterprise Fund is proud to be an equal opportunity employer. We encourage anyone, regardless of race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, pregnancy, or any other classification protected by law, to apply.

How to Apply

Please email your cover letter and resume to Marleene Buttice, HR Business Partner with Colorado Enterprise Fund, at mbuttice@hengagementanalytics.com.