JOB TITLE: FINANCIAL CONTROLLER
REPORTS TO: CHIEF EXECUTIVE OFFICER

DESCRIPTION

Since 1982, California Capital Financial Development Corporation (California Capital), a nonprofit 501(c)(3) corporation, has supported our community through capacity-building and access to capital programs for small businesses and entrepreneurs. With a focus on low-wealth and underserved communities, California Capital provides technical assistance through a continuum of services including business training, one-on-one counseling, and lending programs. More information is available at: www.cacapital.org

California Capital seeks to hire a Financial Controller. The Financial Controller is an integral part of the Accounting team with accountability for managing financial accounting, cash management, grant income, billing and the production of financials, as well as serving as the audit lead.

RESPONSIBILITIES

Ongoing:

- Maintain strong internal controls and written policies; ensure compliance with current accounting standards, including lease accounting (ASC 842).
- Work closely with program staff to ensure ledger reporting is accurate and agrees to the financial reporting system.
- Lead cash flow forecasting and cash management; support treasury, debt management and new financing structures as applicable.
- Manage and optimize the accounting system Quickbook and loan management system (DownHome).
- Provide timely, accurate reporting to external parties, including lenders, investors, funders, regulators, and the CDFI Fund.
- Interact often with program staff and external parties; complete or assist with ad hoc projects and perform other related duties as assigned.

Annually:

- Lead Single Audit (Uniform Guidance) preparation and serve as primary contact for federal award testing.
- Lead the annual financial statement audit as primary liaison with external auditors; fulfill audit requests, prepare responses to financial statement questions and oversee GAAP-compliant financial statements and footnotes (ASC 958).
- Oversee preparation of the annual Form 990, 1099 Reporting, and other tax and regulatory filings.
- Lead the Annual Budget process.
- Lead CDFI Fund certification and reporting (Annual Certification Report, Institution Level Report, Transaction Level Report).

Quarterly:

- Provide financial statements including budget-to-actual variance analysis and explanations to the CEO, management, and the Board.
- Review and approve the allowance for credit losses under CECL (ASC 326), including supporting documentation of methodology and assumptions.
- Prepare and review covenant compliance and lender/investor reports, including portfolio performance, delinquency and loan loss reserves.
- Review balance sheet reconciliations, including net assets, to ensure all balances are valid; monitor and follow up on open receivables.
- Review expenditures, match and compliance requirements for federal, state and private awards (e.g., SBA, DOD, CDFI Fund, State of California programs).

Monthly:

- Own the monthly close; analytically review the balance sheet and income statement.
- Review bank reconciliations and loan sub-ledger to general ledger reconciliations.
- Review and approve journal entries within the accounting system and ensure their accuracy, including loan, interest, fee and debt-related accruals.
- Oversee timely and accurate grant billing, invoicing and reimbursement requests for federal and state awards to support cash flow.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of Generally Accepted Accounting Principles and Generally Accepted Auditing Principles related to the nonprofit sector financial administration
- 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
- Proficiency with accounting software, spreadsheets and data management systems required
- Ability to analyze financial issues and make logical recommendations based on findings.
- Works independently with moderate supervision
- Strong attention to detail along with strong interpersonal communication skills

MINIMUM QUALIFICATIONS AND REQUIREMENTS

- Bachelor's degree in finance, accounting, or related field required. Master's degree; CPA or CMA license preferred.
- 5-7 years + of relevant professional experience managing grants and nonprofit accounting, including 3-5 years in a supervisory role.
- Proficiency in the use of business/accounting software applications: Advanced Excel, QuickBooks, and Microsoft Office proficiency. DownHome experience desired.

- Nonprofit, CDFI or financial institution experience strongly desired; strong knowledge of U.S. GAAP and nonprofit accounting (ASC 958) required.
- Experience with loan portfolio accounting, including CECL, loan servicing reconciliations and lender/investor reporting.
- Experience with federal grants compliance (Uniform Guidance, Single Audit) and CDFI Fund certification and reporting strongly preferred.
- Experience leading external audits and overseeing nonprofit tax filings (Form 990).
- Must be comfortable working in a mission-driven, small office environment and possess flexibility and enthusiasm.
- Demonstrated ability to balance multiple tasks, collaborate with co-workers, work well independently in a fast-paced environment, prioritize and meet deadlines, and maintain discretion with confidential information.
- Strong written and verbal communication skills, including explaining complex financial information to non-financial audiences; and excellent networking, relationship management, and customer skills.

LICENCES AND CERTFICATIONS

- Active Certified Public Accountant (CPA) license in good standing (CA)
- Additional certifications such as CGMA, CMA or CFE.

Following a conditional offer of employment, candidates will be subject to applicable background screening, including Live Scan fingerprinting and credit checks where legally permitted, along with employment and reference verification. Given the position's financial responsibilities, California Capital FDC will assess any findings related to financial integrity, fraud, or misconduct on an individual basis, in accordance with applicable laws, including the California Fair Chance Act.

WORKING CONDITIONS: Office environment; physical demands include sitting, standing, reaching, bending, walking, and lifting actual weight of 25 pounds. Participation in meetings will be required. Some work may be organized remotely.

EMPLOYMENT TYPE: Regular, full-time employee

COMPENSATION: Annual salary of $108,000–$124,800, based on a full-time, 40-hour workweek. Benefits include health, dental, and vision insurance; a 401(k) retirement plan; and paid vacation, holidays, and sick leave.

APPLICATION INFORMATION

Interested candidates must submit the following documents via email for consideration:

- Resume
- A cover letter addressing how your experience and professional qualifications prepare you for this position

Applications may be submitted to careers@cacapital.org with "Controller" in the subject line.

Equal Opportunity Employer

California Capital FDC is an equal opportunity employer. We consider all qualified applicants without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, age, disability, veteran status or any other characteristic protected by law. Qualified applicants with arrest or conviction records will be considered in accordance with the California Fair Chance Act.