



## Job Description: Controller

### **About NIIF**

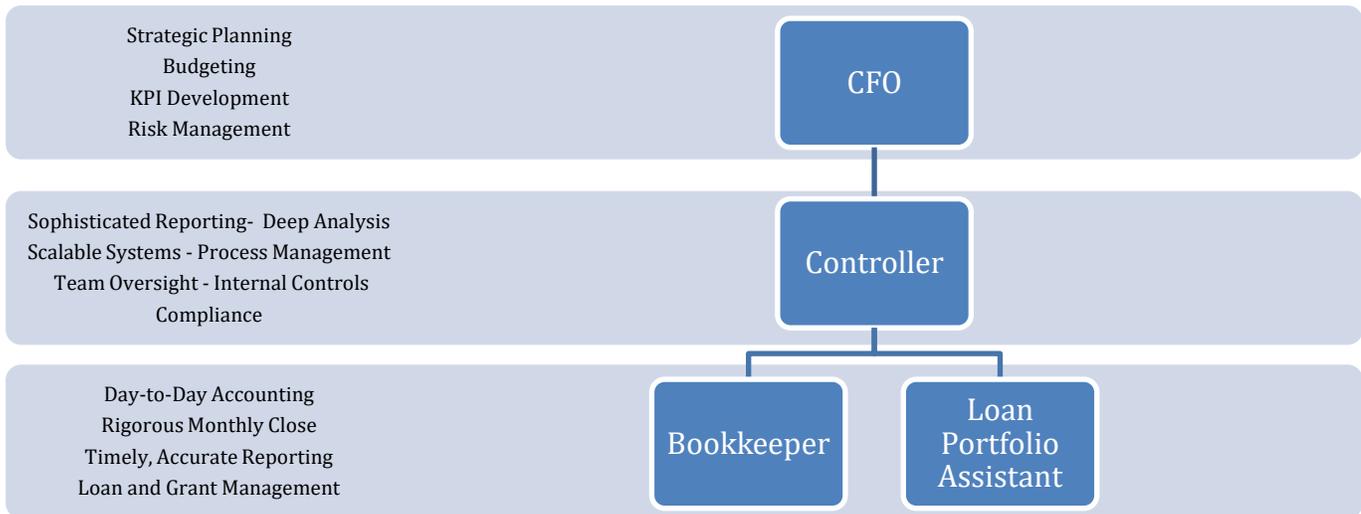
NIIF is an innovative public-private partnership that provides powerful tools to deliver capital to benefit historically disinvested neighborhoods in Baltimore. Launched in 2019, the Fund is an independent 501(c)(3) organization working in alignment with the City to promote community development and enhance inclusive, equitable economic growth. NIIF is a place-based Community Development Financial Institution (CDFI) with a defined set of Eligible Neighborhoods where it can deploy capital comprising approximately 65% of Baltimore City. The Fund is principally capitalized by a \$51.7 million loan from the City and has committed roughly more than \$30 million in loans to date.

NIIF is committed to a diverse, equitable, and inclusive workplace. From an investment perspective, we seek to support diversity, equity, and inclusion within the neighborhoods, projects, and organizations that we support. Among other things, this includes investing in projects and organizations that:

- Serve diverse populations and segments of the City that have historically suffered from redlining and other forms of discrimination;
- Have significant minority and/or women leadership/ownership within the sponsoring organization;
- Create career opportunities for City residents with a focus on hiring residents from populations that have been historically-disenfranchised and/or have experienced systemic barriers to employment;
- Promote wealth building for historically disinvested communities.

The finance and accounting functions are currently outsourced. NIIF has determined that is in the best interest of the organization to build an internal team to replace the outsourced arrangements over the medium term. To that end, NIIF has retained the services of an experienced, local Chief Financial Officer who will lead the establishment of an internal team and the associated transition. This is a great opportunity to get into a hands-on Controller role today, learn all aspects of the organization and be trained for the next few years to step up to the top spot.

The Controller will report to the Chief Financial Officer. The Controller ensures the day-to-day operations relating to finance and loan servicing are executed and run properly. The Controller will hire and train a small staff to include a bookkeeper\loan portfolio assistant.



## Duties and Responsibilities

The Controller is responsible for the day-to-day accounting, audit, loan management, grants management, payroll and benefits management, physical assets, treasury, and tax. The Controller will hire and train 1-2 administrative support person(s) for the Finance Department.

- Maintain up-to-date knowledge of all critical IRS, CDFI, and nonprofit audit matters, GAAP rules, and state and federal regulations regarding nonprofit and CDFI-related matters.
- Ensure that accounting procedures and internal control policies are being followed with proper separation of duties, quality assurance, and compliance with GAAP. Assist in the development of new policies and procedures as needed to meet the changing needs of the organization.
- Lead annual audit, single audit, and Form 990 preparation processes. Serve as primary contact for the organization's external auditors.
- Develop reports for monitoring the organizational budget.
  - Develop analyses of the revenue model, including revenue mix, pricing strategy and expense management at the Fund level as well as the initiative/product level, provide support to structure contract and grant terms.
  - Develop and prepare organizational performance reports against the annual budget including all financial performance metrics, budget variance analysis, and periodic financial reports for monthly, quarterly, and year-end periods.
- Support the organization's annual recertification as a CDFI and lead compliance with related CDFI funding. Serve as lead with corporate compliance, including maintenance of tax-exempt status, and other state and federal regulations.
- Responsible for compliance with all funder covenants, including the completion of quarterly and annual compliance reporting performed by Fund's Manager.
- Responsible for grants management including tracking all applications, awards, compliance with reporting requirements, and closeout. Assist in the development of budgets for all grants and grant level financial reporting per funder requirements. Ensure compliance with federal grants regulation and oversee Uniform Guidance audit procedure as needed.
- Responsible for cash and asset management. Develop and produce reports for cash flow planning to ensure availability of funds for both operating expenses and lending.
- Responsible for processing of payroll and employee benefits including required tax filings.

- Build and manage a cross-functional team including finance and loan processing staff. Provide annual feedback on capacity and performance making recommendations regarding staffing structure and the allocation of duties.
- Responsible for deploying IT systems: monitor staff training for effective and efficient use of systems, identify process improvement as systems are deployed and on-going, implement compliant and effective IT-related processes and procedures, working closely with outsourced technology providers and legal teams to ensure security-related policies are clearly implemented, communicated through training, and understood by employees.

#### **REQUIRED QUALIFICATIONS**

- Minimum of bachelor's degree required in accounting, finance, or relevant field. Preferred CPA and/or MBA
- At least five (5) years relevant experience in audit or financial management
- Relevant for-profit experience includes banking / lending industry; relevant nonprofit or public sectors experience includes CDFI experience or other community economic development
- Experience in or knowledge of nonprofit accounting, including fund and grant accounting, compliance, and reporting
- A self-motivated, hands-on, highly-resourceful individual able to thrive in a start-up environment
- Strong interpersonal skills and ability to work collaboratively with a diverse set of organizational stakeholders

Salary and benefits commensurate with experience.

Send your resume to [patti@baltimoreniif.org](mailto:patti@baltimoreniif.org).