

Assistant Controller - Loans

Date: November 2024

Reports to: Controller

Location: Remote/hybrid in Washington and Oregon

FLSA Status: Exempt

Grade: 13 - 14

Salary Range: \$86,000 - \$130,000

Craft3 is on a mission to build a thriving, just and empowered Pacific Northwest. We invest in people, businesses, and communities, and work towards a future of shared prosperity across our region. Our Finance team supports the mission through conscientious, effective financial management.

As **Assistant Controller – Loans**, you'll be responsible for the financial accounting and management of Craft3's loans receivable and payable. This position supports the development and maintenance of and compliance with policies, procedures and a system of internal financial controls to safeguard the assets of Craft3. They will collaborate with Craft3's independent accountants and support the Controller and CFO in ensuring the successful audit of the organization's financial statements and completion of tax and information returns. They will report to the Controller.

The Assistant Controller – Loans collaborates with the Controller to supervise a distributed accounting team that is working independently from remote locations in the Pacific Northwest. This role will need to be an excellent communicator and mentor. Frequent communications and mentoring in all forms are of vital importance in managing and motivating the team, recognizing their accomplishments and ensuring quality.

Your responsibilities

Accounting leadership

- Support policies, procedures and internal controls and planned changes.
- Maintain timely balance sheet account reconciliations as assigned by the Controller.
- Ensure timely issuance of monthly and quarterly financial statements in accordance with established policies and compliance-related obligations. Accounting for and reporting of loans receivable and allowance for loan losses, consistent with current expected credit losses (CECL) methodology and GAAP.
- Ensure timely issuance of the audited consolidated financial statements in accordance with established policies and compliance-related obligations, and without material adjustments or material weaknesses in internal controls.
- Support tax accountants' needs for the timely filing of federal, state and local tax and information returns.
- Support the information needs for the operating and capital budgets to be finalized before the start of the new fiscal year.
- Maintain accounting and financial internal controls to avoid control deficiencies and breaches leading to financial losses to Craft3 or impact to borrowers, lenders and others.
- Remain aware of financial covenants within loan and grant documents and providing monitoring and reporting regarding compliance.
- Ensure the proper accounting for assets and liabilities of individual funds and programs.
- Assist with the calculation of the reserve for loan losses (CECL) throughout the year and subject to audit by Craft3's independent accountants without material adjustment.

- Proficient at completing their own tasks while also supporting direct report team members and overseeing their performance on a timely basis.
- Ensure the timely and accurate accounting for loans receivable and payable.

Human capital

- Partner with Controller to ensure a stable, highly skilled, and high-performing team of accounting and finance professionals to support Craft3's mission, growth and sustainability.
- Supervise Staff Accountants in their day-to-day management of accounting functions, ensuring productive cross-functional teams of Loans Receivable/Notes Payable, Utility, and Operations.
- Align goals between the Controller and CFO with the Assistant Controller's direct reports.
- Mentor team members through frequent communications, active listening, promoting their professional development and providing timely feedback on performance and areas for improvement.
- Maintain current job descriptions for direct report team members.

Essential duties and responsibilities include some or all of the preceding; these are not, however, intended to be all-inclusive. Craft3 reserves the right to change, add or delete responsibilities and duties.

Your skills and abilities

The ideal candidate will be able to demonstrate the following:

- Accomplished at aligning goals of the department with individual goals and those of other team members in accounting and accomplishing those goals.
- Effective at mentoring direct reports, including frequent 1:1 communication, frequent performance evaluations, active listening and goal setting.
- Motivated self-starter.
- Strong work ethic, unquestioned integrity, and the desire to achieve.
- Project management and leadership skills.
- Ability to successfully work with colleagues located in local and satellite offices.
- Ability to develop new procedures to meet identified needs and/or to adjust to changes in procedures as necessary.
- Effective electronic communications with high degree of precision and detail.
- Effective listening and communication skills with the ability to communicate issues over the phone, in person, by video chat and email to a variety of audiences.
- Comfort and proficiency with financial and loan management database platforms.
- Proficiency in Microsoft Suite, shared files system and Contact Relationship Management systems.

Primary IT Systems

- Business Central, Norridge Loan System (NLS)

Cross-team Support

- Back up to Staff and Senior Accountants, Assistant Controller - Operations.
- Collaborating with other Craft3 business units to streamline systems and processes.
- Assist in creating or delivering training to new staff members as appropriate.
- Participating with all members of the Craft3 team.
- Contributing to the body of knowledge, sharing best practices and suggesting process improvement ideas.

Your experience

- Bachelor's degree in Finance, Accounting or Business Administration preferred but not required.
- Minimum of 10 years of progressive finance and accounting experience required.
- Experience with a CDFI, nonprofit loan fund or financial institution strongly preferred.
- Working knowledge of GAAP, loan and fund accounting required.

Certificates, Licenses, Registrations

None; though CPA is preferred.

Supervision

This position is responsible for supervising 2-3 direct reports.

Physical Demands

Frequently requires use of manual dexterity and repetitive motions, primarily with the wrists, hands, and/or fingers. Must be able to occasionally lift and/or move up to 10 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Travel

A level of travel is to be expected with job responsibilities covering a geographic area that includes the States of Oregon and Washington, branch office visits and company events.

What we offer

The salary range for this position is \$86,000 to \$130,000 and is eligible for an annual discretionary bonus based on individual and company performance. Actual pay will depend on experience. Grade for this position is 14 to 15. This position is FLSA status exempt. We offer hybrid work flexibility, and employees have access to physical offices in Seattle and Spokane, Washington, and Portland and Astoria, Oregon. Employees may take advantage of flex/alternative work schedules.

Additionally, Craft3 offers a comprehensive benefits package that provides generous time off, supports good health for you and your family, and helps you save for the future.

- Comprehensive medical, dental and vision benefits
- 403(b) retirement account with matching contribution
- At least 3 weeks of paid vacation time and 12 company-paid holidays
- Volunteer time off for service to the community
- Tuition reimbursement
- Sabbaticals for all employees after ten years of service

Read more about our culture and philosophy about reinvesting in our employees on our website.

About Craft3

Craft3 is a nonprofit community development organization, founded in 1994, that centers marginalized people in our work by investing in people, businesses, and communities across the Pacific Northwest. Craft3's investments build household and business wealth, amplify community voice and agency, and create lasting networks of trust and mutual support. We work towards a future of shared prosperity across our region. If that sounds like something you'd like to be part of, we hope you get in touch. Our team members primarily work remotely and out of physical offices across Oregon and Washington.

Our employees are passionate about our mission and accomplished in a variety of fields, including banking, community development, finance, accounting, natural resources, and city

and regional planning. While they connect to our mission in different ways, all staff care deeply about using finance to expand opportunities and create a more inclusive world. Visit us at www.Craft3.org to learn more about our team and career opportunities.

Equal Opportunity Statement

Diverse staff and perspectives advance our mission and help our organization thrive and grow. We encourage candidates who identify as one or more of the following to apply: Black, Indigenous, and People of Color (BIPOC); women; LGBTQ+; veterans; immigrants; working class; rural; and people who are differently abled. We are committed to being an inclusive organization and recognize that this takes continued work.

Reasonable Accommodations

Craft3 is committed to the full inclusion of all qualified individuals. Craft3 will ensure that reasonable accommodation is available where possible. If an accommodation is needed to participate in the job application or interview process, to perform essential job functions, or to receive other benefits and privileges of employment, please contact our Talent Acquisition Team at recruitment@craft3.org, 888-231-2170.

How to Apply

Apply online at www.craft3.org/about/careers

Application Deadline: **Open Until Filled**

For more information about Craft3 and our Benefits visit our website at:

www.craft3.org/about/careers

Craft3 is an equal opportunity employer; women and minorities are encouraged to apply.