

Community Development Corporation of Utah (CDCU)

Job Title: Chief Financial Officer/ Controller

Reports to: Chief Executive Officer

FLSA Status: Salaried, full-time

Pay range: \$100,000 to \$108,000 DOE

Company and Position Overview:

CDCU is at a non-profit organization and community development financial institution (CDFI) whose mission is to strengthen our communities by empowering all Utahns through access to affordable housing and financial security. CDCU offers a variety of products services including: financial and housing counseling and education, affordable homes for sale, real estate representation, homes for rent and federal and private mortgage and consumer lending.

Chief Financial Officer/Controller

Community Development Corporation of Utah is currently seeking a Chief Financial Officer/Controller

This position is responsible for all financial management aspects of the organization's operations and provides leadership and coordination of the administrative, business planning, accounting, and budgeting activities. The responsibilities of the position include, but are not limited to:

- Contributing to the development and implementation of strategic business and operational plans, projects, programs, and systems.
- Oversight of the Community Development Fund of Utah, a separate nonprofit organization and a Community Development Financial Institution (CDFI).
- Creating the annual organizational budget for all programs including funding sources.
- Ensuring compliance with public and private funding requirements.
- Preparation of financial statements and other financial reports.
- Oversight of cash receipts and accounts payable processes.
- Preparing and submitting grant reimbursement requests.
- Government grant management including maintaining government grant files and contracts, attend all required government grant training and meetings; and assisting with government grant reporting as needed.
- Renew business licenses, charitable solicitation permits and SAMS registrations for CDCU and the related CDFI.
- Renewing line of credit and monitoring/reporting of debt covenants.
- Establishing and maintaining appropriate internal controls and segregation of duties.
- Ensuring records are maintained in accordance with contractual requirements.
- Prepare and/or review general ledger account reconciliations.
- Cash projections and tracking restricted cash from donors.

- Process and/or review bi-weekly payroll.
- Ensure all federal and state payroll tax returns are filed.
- Maintain HR and employee files, renewal annual employee benefits, calculate SEP-IRA payments, unemployment and workers compensation reporting.
- Annual preparation of W-2's, 1099 forms and 1098 forms.
- Risk management and insurance renewals for property, liability, builders' risk, directors and officers coverage, including quarterly builder's risk reporting.
- Work with external auditors on annual audit for CDCU and the related CDFI.
- Coordinate 990 tax return preparation and review tax returns.
- Intercompany accounting and intercompany reconciliations.
- Oversee contract grant writer and prepare grant budgets and reports for corporate and foundation donors.

The knowledge, skills, and abilities that can ensure success in the position include:

- Bachelors degree in accounting, finance or related field
- Three to five years experience in accounting, finance, etc.
- Knowledge of nonprofit accounting, budgeting, generally accepted accounting principles, and finance.
- Experienced in intercompany accounting and reconciliations.
- Knowledge of federal and state financial regulations.
- Ability to analyze financial data and prepare financial reports, statements, and projections.
- Professional written and verbal communication and interpersonal skills.
- Ability to positively motivate team members.

These competencies are normally acquired through a combination of the completion of a bachelor's degree in accounting and at least five years of direct experience. Nonprofit audit experience in a public accounting firm is preferred. Some experience in the real estate industry is desired, but not required. The position requires willingness to work a flexible schedule.

This position reports directly to the Chief Executive Officer and has regular interaction with the Board of Directors.

The salary is competitive and includes a very generous benefits package.