



SOUTH CAROLINA
**Community
Loan Fund**
Investing in Community

South Carolina Community Loan Fund
Charleston | Columbia | Spartanburg
843-973-7285
www.sccommunityloanfund.org

POSITION: Chief Financial Officer
STATUS: Full-time, regular / exempt
SALARY RANGE: \$120,000-\$140,000
LOCATION: South Carolina (Charleston Preferred)

ABOUT SOUTH CAROLINA COMMUNITY LOAN FUND

South Carolina Community Loan Fund (SCCLF) is a statewide, nonprofit Community Development Financial Institution (CDFI) with the mission to advance equitable access to capital to build assets and benefit communities and people most in need of economic opportunity. We provide loans and technical assistance to nonprofits, for profits, and government entities to support the development of affordable housing, healthy food enterprises, community facilities, and small businesses. Acknowledging that the need for our work is rooted in generations of injustice and disinvestment, we focus on serving people of color, women, low-income individuals, and those in rural communities. SCCLF is a dynamic organization with a small but growing team working across offices in Charleston, Columbia, and Spartanburg. We loan and revolve capital to continually expand and sustain our mission, and currently operate with an annual operating budget of \$3M. Since 2004, we have provided 363 loans totaling \$65.4 million in financing. For more information about our programs and services visit sccommunityloanfund.org.

POSITION SUMMARY

The Chief Financial Officer is responsible for all financial matters of South Carolina Community Loan Fund. The CFO is a member of the executive staff, formulating and implementing policies and plans to meet the organization's short- and long-term financial objectives. The CFO will assure adherence to all required compliance, regulation, and financial reporting required of SCCLF's programs. In addition, they will work with the Finance Committee, Board of Directors, and other staff to ensure the organization has the appropriate financial systems in place to operate the business in an efficient and cost-effective manner. The CFO reports to the Chief Executive Officer.

KEY RESPONSIBILITIES

- Ensure that accounting procedures and internal control policies are being followed and that they are in compliance with GAAP. Develop new policies and procedures as needed to meet the changing needs of the organization.
- Lead organizational audit, single audit, and Form 990 preparation processes. Serve as primary contact for the organization's external auditors.
- Prepare reports on all financial performance metrics, including budget variance analysis, and periodic financial reports for monthly, quarterly, and year-end periods.
- Coordinate the development and monitoring of the organizational budget. Develop short, medium, and long-term strategic financial plans and projections.
- Monitor organizational performance against both the annual budget and the long-term financial strategic plan.
- Provide financial and portfolio information to current and new investors as part of the underwriting process.
- Serve as lead for the organization's annual AERIS Financial Strength review process.
- Ensure that the organization maintains compliance with all investor and funder covenants, including the completion of quarterly and annual compliance reporting.



- Oversee cash flow planning and ensure availability of funds for both operating expenses and lending.
- Oversee cash and asset management, including the management of all banking relationships and the allocation of excess and reserve funds into appropriate accounts and investments.
- Ensure all CDE level transactions related to New Markets Tax Credit transactions are recorded correctly.
- Ensure the organization maintains adequate insurance coverage and lead annual renewal process for all policies.
- Assist in the development of budgets for all grants and generate grant level financial reporting per funder requirements.
- Manage cross-functional team including accounting staff. Provide quarterly and annual feedback on performance via SCCLF's formal review process and making recommendations regarding staffing structure and the allocation of duties.

KEY SKILLS & REQUIREMENTS

- Minimum of bachelor's degree required. Preferred CPA and/or MBA.
- At least seven (7) years relevant experience in financial management.
- Candidates from the for-profit sector will ideally have banking / lending industry experience. Candidates from the nonprofit or public sectors will ideally have CDFI experience or other community economic development lending institution experience.
- Significant experience in or knowledge of nonprofit accounting, including fund and grant accounting, compliance, and reporting.
- Experience in a senior financial-management role, partnering with executive staff, resulting in the development and implementation of creative financial management strategies.
- Familiarity with the New Markets Tax Credits program and an understanding of how to account for related transactions preferred.
- Strong management, administrative, organizational, interpersonal, verbal communication, and writing and presentation skills are required.
- Ability to implement processes and systems improvements that support the continued growth of the organization.

BENEFITS INCLUDE

- Medical, dental, and long-term disability insurance
- 403B account with 3% employer match after six months
- Unlimited PTO, 14 paid holidays, and a weeklong winter holiday
- Flex schedule and hybrid work options
- Professional development stipend
- Mileage reimbursement for out-of-town travel
- Cell phone stipend

TO APPLY

To apply, please send your resume and cover letter via email to hr@sccommunityloanfund.org with the subject line "Chief Financial Officer." **Application Deadline:** December 21, 2021 at 5pm EST