

Controller

Are you passionate about mission-driven finance? Are you ready to get involved with groundbreaking community development?

New Jersey Community Capital (NJCC) is a financial organization with a mission to create thriving communities through strategic investments and knowledge. Fulfilling the needs and improving the quality of life of thousands of individuals and families would not be possible without our talented and diverse staff and motivating environment.

Are you an experienced leader in Accounting and Finance? Does being a member of a mission-based organization that makes valuable contributions to communities appeal to you? Are you skilled at teaming with the Executive Management team and Board in implementing the organization's fiscal plans by providing reports and analyses? We are looking for a special person to take on the challenge of leading our accounting area.

What you'll do:

You will be reporting to the CFO and working closely with the Executive and Senior Management teams, as well as the Board of Directors. In addition to managing the Accounting function, you will have primary responsibility for supporting the CFO. Some of your responsibilities will include:

- Managing a staff of eight (and growing!), establish and maintain effective communication with Lines of Business to ensure accurate accounting and reporting for all activity.
- Consistently analyzing financial data and presenting financial reports in an accurate and timely manner; clearly communicating monthly, quarterly, and annual financial statements; monitoring progress and changes and keeping senior leadership abreast of requirements related to NJCC's nonprofit financial status; recommending strategies to increase financial sustainability.
- Preparing consolidated monthly financial statements for the organization, including our more than 30 affiliates, to facilitate the effective management of our businesses.
- Monitoring and managing the organization's cash requirements.
- Supporting the CFO in gathering information and preparing reports to meet regulatory and investor requirements.
- Ensuring systems and procedures are in place to support effective program implementation and successful audits.
- Leveraging the strengths of the current finance team members. This includes helping to clarify roles & responsibilities, as well as developing and implementing training programs to maximize and attain optimal individual and organizational goals.

The skills you'll need

We're looking for a person with strong leadership and strategic thinking skills who is motivated and driven to develop his or her career. To be successful in this role, you'll:

- Want to work in a service oriented, small office work environment, and you'll possess flexibility and an enthusiastic work ethic.
- Have a solid reputation as being both a strong leader and an effective manager.

- Have 10 years of progressively responsible executive level experiences that includes budgeting, financial forecasting, planning organizing, and managing multiple financial activities ideally with experience in a nonprofit environment.
- Be highly knowledgeable of FASB and GAAP and have a proven ability to develop creative and innovative implementation solutions.
- Have solid experience in complex, multilevel accounting consolidations that includes for profit and nonprofit entities.
- Have a commitment to recruiting, mentoring, training, and retaining a diverse team, including having the foresight and ability to lead and delegate accordingly.
- Be proficient in computer applications, including Blackbaud's *Financial Edge* or similar software.
- Hold a Bachelor's degree in Accounting or Finance.
- Be an effective communicator and able to work collaboratively with Finance and Operations staff at all levels.

What else you'll need to know

At our core, NJCC is all about creating thriving communities. We do this through strategic investments and knowledge. Fulfilling the needs and improving the quality of life of thousands of individuals and families would not be possible without our talented and diverse staff, and motivating environment.

Check us out – do a deep dive in our [Glassdoor profile](#) and at www.newjerseycommunitycapital.org.

We offer a competitive nonprofit salary; for this position, our range is \$110,000 to \$120,000, based on experience and skills. We also offer a generous benefits package including health, dental, disability and life insurance; 401(k) savings plan after one year's service; flexible spending accounts (medical, dependent care, and transportation); and 25 paid leave days (includes sick, personal, and vacation) plus 12 paid holidays. NJCC's office is located at 108 Church St. in New Brunswick, NJ, only two blocks from the train station.

NJCC embraces diversity and equal opportunity in a serious way – your application will be considered without regard to demographics. We are dedicated to forming a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be. *(To meet customer requirements, we need to also say it this way: All qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.)*

To Apply

If this exciting opportunity appeals to you, please email a **thoughtful cover letter**, **salary requirements**, and **résumé** to hr@njclcf.com. Please include "Controller (OFN)– ***Your Name***" in the email's subject line.