



## Controller

Full-time 40 hrs/week

San Diego (Hybrid: Remote/In-Office)

[www.accessity.org/accessity-careers](http://www.accessity.org/accessity-careers)

### **About Accessity:**

The mission of Accessity is to open doors of financial opportunity to those with historically less access to capital and business support: entrepreneurs of color, women, immigrant, and low-to moderate-income entrepreneurs, enabling them to build a prosperous business and livelihood for their families, while also strengthening our communities with job retention/creation. With headquarters in San Diego, Accessity is a certified Community Development Financial Institution that offers small business loans up to \$100,000 and access to a community of support to small business owners across Southern California (San Diego, Los Angeles, Orange, San Bernardino, Riverside and Imperial Counties). Please visit [www.accessity.org](http://www.accessity.org) for more information.

### **Job Overview:**

The Controller position at Accessity reports to the CFO of the organization. This integral management team member assesses internal controls and ensures adherence to all financial covenants across the organization, including finance, lending, grants, payroll & pension. This position also analyzes processes between departments to increase stability, efficiency & procedures to maximize benefits to the organization.

### **Responsibilities include, but are not limited to the following:**

- Lead the monthly close of the general ledger including, running Statement of Financial Position and Statement of Activities and Comparison to Budget for internal management use.
- Manage organization-wide prepaid expense amortizations recurring entries including summary schedule maintenance.
- Management of Subsidiary Ledger Loan Portfolio including Loan Disbursements ensuring all loan fund levels and monthly/quarterly reports are in accordance with lending, finance and funding source requirements.
- Supervise and review all month-end journal entries including daily Import of loan payment transactions from loan portfolio management software into accounting software by accounting staff.
- Manage loan fee revenue amortizations recurring entries including summary schedule maintenance.
- Supervision and review of accounting staff processes & procedures of accounts & ACH payables, accounts receivable, bank reconciliations, receivable reconciliations, and grant billing.
- Assist with Loan Disbursements: Prepare all client loan disbursement checks & wires.
- Manage review & approve Treasury Payments (debits & credits) through the Comerica TM portal.
- Review and analyze all deposits for accounting treatment including the designation of restrictions on contributions in accordance with GAAP.
- Monitor operating fund balances and review with CFO to initiate necessary transfers between accounts. Maintain subsidiary ledger of all cash accounts.
- Manage preparation and processing of client payment ACH withdrawals by accounting staff.
- Manage all journal entries, prepare & post as necessary.

- Manage all banking records and review reconciliations prepared by Accounting Staff.
- Manage and review federal grant reporting, billing, and other governmental informational reports.
- Work with CFO on third-party compliance and financial audit process.
- Supervision and review of submission of the annual California Lenders license report (CFL 812) and internal monthly loan production log with key statistics for other informational reports.
- Supervise & review employee 403(b), health, dental, vision, and other insurance enrollment payments and deductions through payroll processing.
- Preparation, review & supervision of payroll including the review of all payroll journal entries and quarterly payroll report reconciliation and review of bonus, overtime, incentive, and retro payroll reporting as required for micro testing and grant billing/ reporting and related job cost allocation entries.
- Train and supervise three accounting staff team members.

**Qualifications:**

Requires knowledge of Sage Accounting for Nonprofits and Excel.

Requires BS/BA degree in accounting or financial management and 8 years of progress experience, preferred.

Management of federal grants and job cost allocation reporting required.

Prior auditing experience required.

Excellent computer skills required.

Ability to identify, measure and analyze financial information.

Experience working in a lending/finance environment, preferred.

Demonstrated management and supervision skills.

Experience administering benefits.

**Benefits/Pay:**

We offer a warm, inviting work environment with a culture that values diversity and inclusion, innovation, integrity, accountability, and mindfulness, and offers a competitive pay and benefits package. Our team is driven by our mission to create social and economic justice for all.

- Medical/Dental/Vision Packages
- Employee Assistance Program and Hotline
- Aflac supplemental insurance
- 403 B retirement plan and company match
- 12 paid holidays
- Paid time off (PTO/Vacation)/Sick package
- 1 Birthday & 1 volunteer paid day off
- Term life/disability insurance
- Company-paid training and professional development

The salary range for this Controller position is between \$75,000-\$90,000.

**Work Environment:**

This position is full-time, and San Diego-based. Currently Accessity staff is working hybrid both in office and remote.

**Physical Demands:**

While performing the duties of this job, the employee regularly is required to sit; use hands to finger, handle, or feel; and talk or hear. The employee occasionally is required to stand; walk; and reach with hands and arms.

**To Apply:**

Please email your cover letter and resume to [jjslas@accessity.org](mailto:jjslas@accessity.org). Due to the high number of applicants for this position, we will only be able to personally contact those we would like to interview.

*Accessity is an equal opportunity employer.*