



Position: Controller

Employment Status: Full Time, \$100,000-\$120,000, Exempt

Position Summary:

Reporting to the CFO, the Controller is responsible for the overall management and implementation of Nectar's accounting operations. The Controller oversees the day-to-day accounting operations, including accounts payable, accounts receivable, general ledger, payroll, lending transactions, grant accounting, and balance sheet management for all bank account reconciliations. The Controller is also responsible for the close of the month-end and year-end books, assisting independent auditors with annual audit and tax returns, and assisting with the financial analysis of our organization. The Controller serves as a key consultant to the CFO and assists in finance support process improvements and contributes to solutions for resolving finance and accounting related issues, as well as the implementation of new finance systems initiatives. This integral management team member assesses internal controls and ensures adherence to all financial covenants, including borrowing, lending and grants.

Schedule & Work Location: 40 hours worked regularly between Monday and Friday from 9 a.m. to 5 p.m. Evenings and weekends may be required. The majority of the work must be on site (either at Nectar's headquarters at 50 Island Street, Lawrence, Mass., or in the field) with room for some remote work as approved by your supervisor.

Key Responsibilities of the role include:

- **Financial Close & Reporting:** Oversee the monthly close process, including preparation and analysis of financial statements and comparison to budget. Ensure timely issuance of internal and external financial reports, including grant reporting and other funder required financial reporting. Prepare reports and data tables to support compliance reporting (CDFI Fund, Division of Banks, etc.).
- **General Ledger & Loan Accounting:** Supervise month-end journal entries, reconciliations and supporting documentation. Ensure accurate recording of borrower loan payments and disbursements, as well as funder loan payments and related accounting. Maintain compliance with lending, finance and funding requirements.
- **Grant & Compliance Management:** Oversee grant reporting, billing and accounting with government and other funding agreements. Ensure proper fund and grant accounting practices in accordance with GAAP and nonprofit accounting standards, and ensure accurate and timely reporting is provided to stakeholders.
- **Treasury & Cash Management:** Ensure timely posting and reporting of cash transactions and balances, including recording of internally sub-accounted cash accounts. Review documentation and authorization by executive staff, initiate and/or route the organization's cash transactions for next-level approval, including client loan disbursements, client loan collections, ACH transfers and vendor payments using bill.com. Monitor cash balances and initiate necessary transfers in collaboration with the CFO.
- **Budgeting & Financial Planning:** Support the CFO in developing and maintaining the annual budget, providing variance analysis and recommendations for corrective actions. Ensure proper expense allocation and tracking for grants and contracts. Enter and update budgets in systems for ongoing reporting.
- **Audit & Regulatory Compliance:** Work with external auditors to facilitate annual audits and ensure compliance with federal, state and local tax laws, including Form 990 reporting. Maintain internal controls to prevent deficiencies and breaches.



- **Systems & Process Improvement:** Contribute ideas and lead implementation for improvements to financial systems and processes, implementing modifications, and maintaining appropriate internal controls for efficiency and transparency.
- **Team Leadership & Training:** Supervise accounting staff, including an Accountant, ensuring effective delegation, training, quality review and professional development. Support remote collaboration in a geographically dispersed team.

Minimum Requirements:

- Bachelor's degree in accounting or financial management; 6+ years of progressive experience
- Experience in **nonprofit finance, lending, or grant accounting**, with proficiency in **QuickBooks Online, Bill.com, Excel**, cloud-based financial software, and improving financial operations
- Solid understanding of **GAAP**, nonprofit accounting, grant management, and external audit processes
- Experience with budgeting, fund accounting, loan management systems, and grant reporting
- Experience with DownHome is a plus
- Demonstrated ability to conduct **financial analysis**, solve problems, and make actionable recommendations
- Proven experience in **leading teams**, presenting financial data to stakeholders, and collaborating cross-functionally with program managers and department leads
- Skilled in evaluating, optimizing, and documenting **finance and accounting processes**
- Experience supporting **financial audits** and ensuring **regulatory compliance**
- Ability to work effectively with **diverse populations** and a commitment to a **mission-first, equity-focused** organization
- Salesforce knowledge and bilingual skills in Spanish preferred
- Liaise with IT support to ensure information security practices and protocols are enforced

All Nectar Community Investments employees are expected to:

- Attend staff-wide meetings and trainings
- Work evenings and weekends as needed
- Ensure compliance is met within scope of work
- Promote Nectar's services in the community
- Maintain a confidential environment to protect client and organizational information

About Nectar Community Investments:

Nectar Community Investments is a community development financial institution (CDFI) and community development corporation (CDC) that provides flexible growth capital, technical assistance and strategic advisory services to small business owners and homeowners in historically disinvested communities. Our purpose is to build generational wealth to close the racial wealth gap. With our robust advice, resourced networks and capital investment, we aim to grow sustainable, thriving and diverse communities driven by equal access and opportunity. Established in 2022 through the merger of Mill Cities Community Investments and the Foundation for Business Equity, Nectar has provided \$33.5 million in small business and residential loans, supporting more than 500 businesses and nearly 1,000 homeowners. To learn more, please visit our website at nectarinvests.org

Benefits: Our benefits package includes the following: medical, dental, and vision insurance with an employer contribution of 80%, flexible spending, dependent care spending, life insurance, retirement plan, paid time off and holidays, and access to an employee assistance program. Vacation time will accrue at a rate of 4.61 hours per pay period up to 15 days, annually, beginning on your start date with the accruals taking on the calendar year. You will be allowed to use up to 40 hours of sick time per year.



Physical Demands and Work Environment: This position is mostly sedentary outside of travel in an office space. This position would require the ability to sit at a desk, frequent walking, bend, or stand, as necessary.

To Apply: Email a cover letter and resume to careers@nectarinvests.org

Nectar is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations.



Lender & Broker
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