



## **Controller**

### **Business Impact NW**

#### **About Us:**

Business Impact NW is one of the leading non-profit community development financial and business assistance organizations in the Pacific Northwest. Our work supports the economic development of marginalized communities by offering access to capital, training, and support to grow small businesses throughout Washington, Oregon, Idaho and Alaska. For more information about BIN's history, mission, and programs for women, BIPOC, LGBTQ+, immigrant, and veteran business owners, please see our website: [www.businessimpactnw.org](http://www.businessimpactnw.org).

#### **What it is Like to Work for Business Impact NW:**

Business Impact NW works hard to serve our clients while maintaining a healthy work-life balance and positive team-oriented atmosphere. Our strategic framework revolves around building trusted relationships, providing equal opportunity, valuing contributions, community impact, and financial stability. Our team consists of 60+ diverse employees that reflect the populations we serve, plus a corps of contractors and an engaged Board of Directors.

#### **Position Summary:**

Reporting to the COO, the Controller accepts accountability for maintaining internal controls and compliance with financial and grant reporting. The Controller oversees expense management, proper revenue recognition, and supervises proper entry of financial transactions. This position is part of a team, and works closely with our Loan Accountant, Grants Accountant, Grant Project Managers, Development Team, and the COO.

#### **Full Job Responsibilities:**

- Ensure internal controls are established and followed on a regular basis.
- Oversee general accounting functions, which includes expense management, lending portfolio disbursements, and lending portfolio payments.
- Supports monthly grant and contribution reporting.
- Oversee monthly close process that includes:
  - Recognize income (contribution/grant/lending) and manage expense reporting for all funds.
  - Review A/R and A/P reports for accuracy
  - Review other balance sheet accounts and ensure proper reconciliations are completed.
  - Record and reconcile payroll allocations and time/effort for all funds.
  - Run P&L statements for all accounting classes for distribution to program managers.
  - Process city and state taxes, as required.
  - Prepare funds available report for lending department.
- Prepare monthly financial statements for external presentation in a timely manner.
- Prepare annual financial statements for third party audit review.
- Lead third-party audit process and ensure timely response to requests for data.
- Oversee annual 1098-1099 distribution process.
- Other duties as assigned.

**Skillset Required:**

- Planning & Organization
- Managing Client Focus
- Communications
- Problem Solving

**Minimum Qualifications**

- BA/BS degree in Accounting. CPA and/or MBA a plus.
- Good working knowledge of general accounting principles and practices; GAAP, FASB guidance statements, and OMB circulars.
- Proficient with Microsoft Office, especially Excel, and Quickbooks.
- Ability to manage multiple projects and strong problem-solving skills.
- Strong organizational skills and ability to work under tight deadlines.

**Desired Qualifications:**

- Experience with non-profit and Federal grants is preferred.
- Experience with banking/lending industries

**Schedule & Location:**

- 40 hours per week, 8:30am-5pm
- Working mostly or semi-remotely in AK, OR, and/or WA (office space available if desired)

**Compensation Package:**

Salary of \$75,000 - \$100,000, Full Time, DOE.

Generous benefits include:

- 100% paid employee medical, dental and vision plans
- Paid holidays, including all federal holidays and the week between Christmas and New Years
- Paid vacation time off
- Paid sick days
- 401(k) with 1% employer matching
- Professional development allowance
- Commuter benefits
- Adoption assistance
- Health Savings Account
- Voluntary supplemental medical benefits: Disability, Life, and Personal Accident insurance
- Flex time
- A great and diverse workplace culture

**To apply** apply directly through Indeed <https://www.indeed.com/job/controller-3590fa770732eecd> or submit resume and cover letter to [daniellem@businessimpactnw.org](mailto:daniellem@businessimpactnw.org). Please include answers to the following questions:

- What excites you about this position?
- Please explain how your qualifications fit with the needs of this position. Include directly applicable work history and/or indirect transferrable skills.

- Do you have any applicable professional achievements or unique skills you'd like us to know about?
- What do you know about our organization? Why do you want to work with us?
- Highlight 2 – 3 experiences you may have had with non-profit finance operations, participating in a third-party audit, and/or working with Federal grant reporting.

Position open until filled. All candidates are subject to a background check.

*Business Impact NW is committed to creating and maintaining a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*