



Position Announcement

Director of Finance

Florida Community Loan Fund

Orlando, FL

Florida Community Loan Fund is seeking an experienced nonprofit finance and accounting professional to manage the accounting, financial reporting, audit activities, and asset management requirements of the organization. Successful candidates will bring experience in the community development finance space.

THE ORGANIZATION

Florida Community Loan Fund (FCLF) serves the 3rd most populated state in the U.S. by providing flexible financing and expertise to help projects succeed and help organizations improve lives and low-income communities. FCLF has provided \$542 million in lending statewide, into projects totaling \$1.35 billion in total project costs. We are a multi-faceted financing entity with a strong social conscience, a commitment to excellence, statewide partnerships and collaborations, accountability to our stakeholders, and clear focus on performance.

For 25 years FCLF has a strong history of leading capital to people and places outside of the economic mainstream and remains committed to communities across Florida. FCLF became Florida's first certified statewide Community Development Financial Institution (CDFI) in 1996 and became certified as a Community Development Entity (CDE) in 2004. Since then, we have secured the largest cumulative amount of federal funding of any Florida-based entity through the U.S. Department of Treasury's CDFI Fund and New Markets Tax Credit (NMTC) Program. We continue to work to create solutions – for now and the future – with flexible financing through our loan programs:

- **Community Development Fund** offering commercial loans for housing and community facilities to nonprofit and mission-focused for-profit organizations; and
- **New Markets Tax Credit Program** financing community facilities that provide jobs and stimulate economic development in distressed census tracts.

Headquartered in Orlando, FCLF has a current staff of 19, an \$8 million annual operating budget, \$150 million in Total Assets, and manages commercial loan portfolios totaling \$340 million. For more information about FCLF, including our 2019-2024 Strategic Plan, please visit <https://fclf.org/>

THE POSITION

FCLF's finance and accounting team currently includes the Chief Financial Officer, the Controller, and the Finance Associate. The current Controller will be retiring in the Fall of



2023, after 8 years of service. FCLF is leveraging this planned transition to continue to strengthen its infrastructure. Consequently, the organization is seeking a Director of Finance to serve as an integral member of the three-person finance and accounting team. Reporting to the Chief Financial Officer, the Director of Finance manages the general accounting, financial reporting, audit activities, and asset management requirements of the organization and supports the CFO on special projects. The position also supports the CFO in reporting to the Board of Directors and Finance Committee.

Key Priorities and Responsibilities

Working with the finance and accounting team, the Director of Finance will focus on the following priorities:

- Deeply understand and proactively support FCLF’s business model: providing flexible financing to support community development projects across the state of Florida.
- Provide general accounting operations and functions for the organization, ensuring that processes and procedures are in compliance with GAAP, single audit regulations, and organizational policies.
- Ensure accurate, timely, and responsive implementation of accounting and finance services, including financial statement preparation, financial data analyses and forecasting, assistance with annual operating budget development, and support for the annual audit.

S/he will oversee and monitor specific responsibilities in the following areas:

Finance & Accounting

- Manage general accounting operations
 - Accounts payable processing;
 - Payroll processing; and
 - Review and/or preparation of monthly, quarterly, and fiscal year-end journal entries.
- Lead financial reporting
 - Prepare financial statements
 - Complete analyses of financial data, identify significant variances, and rationale for variances
 - Prepare forecasting models
- Lead audit activities
- Lead preparation of 990 return and various state & local government reporting
- Develop draft of annual operating budget for CFO review

Asset Management & Other Functions

- Assist with risk management of company assets, including review of insurance policies
- Perform cash flow forecasting and investment performance analyses
- Support investor relations, including financial reporting to investors and stakeholders

- Coordinate asset management of FCLF's NMTC portfolio
 - Loan servicing and partnership distributions
 - Accounting, audits, and tax returns of CDEs
 - Compliance reporting to investors

FCLF uses Microsoft Office Suite, QuickBooks, ADP for payroll processing, and TEA - The Exceptional Assistant for loan portfolio management.

Experience and Attributes

Successful candidates for this position will bring a variety of experiences and attributes to FCLF, including:

- 7+ years' accounting experience, including 3+ years in nonprofit accounting.
- CDFI or financial institutions (bank) experience a plus, with CDFI accounting experience highly preferred.
- Experience in nonprofit financial budgeting, tracking, analyses, reporting, and forecasting for operating budgets.
- Collaborative and proactive professional engagement style with ability to build trust across an organization.
- Excellent communication skills – engaged listener, adept at analyzing and interpreting information as well as ability to convey data verbally and written to management and board audiences.
- Bachelor's degree required; degree in accounting, business, or related field preferred.
- CPA preferred.

FCLF is offering a salary range of \$95k to \$135k and a generous benefit package, including health, disability, vision and dental insurance, paid time off and holidays, and employer investment in a 403(b) plan. This position is based in Orlando, Florida. All staff currently work a hybrid schedule.

Application Process

To apply, upload a Microsoft Word or Adobe PDF resume and cover letter, which conveys your interest in this leadership opportunity, to our [portal](#). For other inquiries, contact Adrienne O'Rourke at Adrienne.orourke@marcumllp.com. Resume reviews begin immediately.

If you are a qualified candidate with a disability, please email Adrienne.orourke@marcumllp.com if you require an accommodation to complete your application.

FCLF is an equal opportunity employer.

About Marcum's Nonprofit and Social Sector Group

On behalf of FCLF, Marcum's Nonprofit and Social Sector Group is working with the leadership team to advance the search. Founded in 1984 and merged with Marcum in 2018, we are, and always have

been, a mission-driven professional services firm seeking to do more for nonprofits and socially conscious organizations. Learn more about our work at <http://marcumllp.com/industries/nonprofit-social-sector>.