

**JOB TITLE:** Senior Vice President, Finance and Administration

**DATE PREPARED:** May 15, 2019

**The SVP of Finance and Administration supports goals, values and philosophy by exhibiting the following behaviors: excellence, quality service, commitment and accountability. As a member of Appalachian Community Capital's management team, the SVP demonstrates the following accountabilities: communication, teamwork and job knowledge.**

### **ABOUT APPALACHIAN COMMUNITY CAPITAL**

Appalachian Community Capital (ACC) is a nonprofit Community Development Financial Institution (CDFI) loan fund. ACC's primary function is to serve as a wholesale development finance intermediary, or fund of funds, for community development lenders that make affordable loans to small businesses throughout the Appalachian Region. ACC's 19 high-performing members are mission-driven lenders committed to meeting the credit needs of rural Appalachia. Since 2015, ACC has invested nearly \$17 million in underserved communities, and provided access to capital and expertise to small businesses owners and entrepreneurs, including minority- and women-owned businesses.

### **POSITION SUMMARY**

Working under the policy direction of Appalachian Community Capital (ACC) and under the general supervision of the CEO, the SVP-Finance and Administration is responsible for ensuring ACC's overall financial planning and budgeting programs are aligned with the corporate strategic plan and the expectations of all funders and stakeholders. [This position can be performed remotely.](#)

### **PRIMARY DUTIES AND RESPONSIBILITIES include the following:**

- Budget and Financial Planning - Works with the CEO to formulate, implement and maintain ACC's overall strategy for financial and budgetary initiatives.
- Financial Management, Accounting and Policies – Implements accurate and timely accounting and reporting practices.
- Investment and Fund Management – Manages ACC's investment program and investors relationships. Responsible for managing and maintaining investment notes and records, servicing investments and interest payments, and managing investor relationships.
- Administrative Management - Assists with contract management, and performs other duties as assigned.

### **COMPENSATION AND BENEFITS:**

ACC offers a competitive salary based on experience and skills, as well as an excellent benefits package, including health, disability and life insurance, 401(k) savings plan with employer match, and paid time off.

### **HOW TO APPLY:**

Interested candidates should email a resume/CV and cover letter that outlines how your skills and experience meet the qualifications of the position, and salary requirements to [dgambrell@acc1.org](mailto:dgambrell@acc1.org) with "Senior VP-Finance and Administration" in the subject line. First application reviews will begin July 1, 2019.

### **QUALIFICATIONS**

At least 5 years professional experience as a Finance Director, Controller and/or senior financial officer is required. Experience working at a financial institution, in particular a Community Development Financial Institution, or experience in nonprofit finance and reporting requirement is highly beneficial.

Demonstrated understanding and experience in the non-profit sector, including working with a Board of Directors. Non-profit management and leadership experience preferred.

Requires a Bachelor's degree in accounting, finance and/or business administration (MBA preferred). CPA required. A minimum of five years of professional level experience performing varied and responsible accounting or business management involving the use of electronic data processing systems.

Experience analyzing and managing portfolio risk is highly beneficial.

Thorough knowledge of accounting principles and practices as well as budgeting, purchasing, and electronic data processing applications.

A successful track record managing a variety of grant and investment funding (government, philanthropic, institutional) sources, in addition to managing investor/funder relationships.

Excellent organizational, oral and written communication skills and problem-solving abilities.

Fluency with Microsoft Office suite, in particular Excel, and QuickBooks is required.

Knowledge of accounting and reporting software; familiarity with loan management software is a plus.

Ability to maintain confidentiality.