

Director of Finance

for CEDS Finance, a non-profit, mission-driven small business lender

POSITION SUMMARY

[CEDS Finance](#) is a mission-driven Community Development Financial Institution (CDFI) dedicated to expanding economic opportunity and access to capital in underserved communities. The Director of Finance primarily serves as the organization's strategic finance and accounting leader. Once hired, they will design and establish an oversight program for contracted services - human resources & information technology.

This is a high-impact leadership role for a seasoned finance professional who brings both technical rigor and a passion for community development. The successful candidate will ensure the long-term financial sustainability of CEDS Finance, maintain best-in-class internal controls, and serve as a trusted advisor to the Executive Director and Board of Directors.

ESSENTIAL RESPONSIBILITIES

A. Financial Leadership & Strategy — 40%

- Lead the Finance Team to successfully deliver on its responsibilities and achieve organizational objectives and key results (OKRs); proactively identify challenges and develop actionable solutions.
- Direct the annual budgeting process and develop multi-year (three-year) financial forecasts with scenario modeling to support strategic decision-making, in close collaboration with all teams.
- Present monthly financial statements, budget-to-actual analyses, and KPI dashboards to organizational leadership, the Board of Directors, and the Finance Committee; serve as the primary liaison to the Board on finance and accounting matters.
- Oversee cash flow management, including detailed six-month projections, bank account monitoring, reserve investment optimization, and banking relationship management.
- Ensure timely and accurate financial reporting to funders, investors, and the Board; prepare custom reports for grant proposals and capital investors as required.
- Maintain compliance with all applicable federal and state regulations, including CDFI Fund requirements and SBA Microfinance Intermediary program guidelines.
- Conduct financial health assessments and provide data-driven analysis to inform decisions on program and staffing expansion, new lending products, and the assumption of lending capital.
- Oversee restricted fund accounting; track grant deliverables and spending timelines, allocate operational expenses to grant programs, and partner with the Development Team on proposal budgets.

B. Accounting Operations & Compliance — 35%

- Oversee all accounting functions, including general ledger maintenance, accounts payable and receivable, payroll administration, and month-end and year-end close processes.
- Design, implement, and continuously improve a robust system of internal controls; conduct quarterly assessments and implement corrective actions as needed.
- Partner with the Investment and Portfolio Management teams on loan closings, disbursements, and portfolio accounting.
- Maintain the loan loss reserve methodology and ensure CECL compliance in accordance with GAAP standards; prepare and present financials to internal leadership, the Board, and the Finance Committee.
- Manage the annual financial and single audit process, Form 990 preparation, and ensure compliance with regulations in coordination with the external audit firm.
- Maintain the CEDS Finance Financial Policy, Salary Policy, and Employee Handbook along with all associated procedures; stay current on GAAP, IRS regulations, CDFI requirements, and SBA regulations.

C. Oversight of Operations, Human Resources & IT — 20%

- Design and establish an oversight program to effectively manage outsourced human resources, benefits administrators & information technology services. Ensure HR and IT functions are in compliance with applicable federal, state & local laws. Supervise HR contractor to deliver compensation and benefits administration, performance management process that includes annual goal-setting and reviews.
- Design a system that ensures operational needs are effectively addressed, whether it be full or part-time employees and/or contractors. System will include facilities & maintenance, and safety & security.

E. Organizational Leadership & Development — 5%

- Provide mentorship, guidance, and professional development opportunities to direct reports and cross-functional colleagues.
- Establish clear performance goals, deliver regular feedback, conduct annual performance reviews, and support succession planning.
- Foster a collaborative, mission-aligned team culture; identify staffing needs and lead departmental hiring processes.
- Champion cross-functional collaboration across the organization; approve timesheets and time-off requests in a timely and consistent manner.

QUALIFICATIONS

Required Education & Experience

- Bachelor's degree in Finance, Accounting, Business Administration, or a closely related field.
- 10+ years of experience in nonprofit finance, mission-driven lending, and/or accounting, including at least 5 years supervising and managing multi-functional teams.
- Demonstrated experience in nonprofit financial management, fund accounting, audit management, and regulatory compliance.

Preferred Qualifications

- Master's degree in Finance, Accounting, or an MBA; CPA, CMA, or other relevant professional certification strongly preferred.
- Direct experience in CDFI, SBA, and/or microlending finance, with familiarity with lending operations and loan portfolio accounting.

Required Knowledge & Skills

- **Financial Expertise:** Expert knowledge of GAAP, nonprofit accounting standards, and CDFI & SBA financial reporting requirements; strong financial analysis, modeling, and forecasting capabilities; solid understanding of lending practices, loan accounting, and portfolio risk management; and grant accounting and compliance experience.
- **Technical Proficiency:** Advanced Microsoft Excel skills; proficiency in QuickBooks and in DownHome Solutions or comparable loan management software. Preference for experience with AirTable (comparable software, such as Zoho) and a working knowledge of Artificial Intelligence (such as Claude)
- **Leadership & Management:** Demonstrated ability to lead and develop high-performing teams; strategic thinking with the ability to translate complex financial data into clear, actionable insights; strong project management skills; and a track record of building systems, processes, and internal controls. Possess prior experience in presenting to and interacting with the BOD; and in supervising small teams.

- **Communication & Interpersonal:** Excellent written and verbal communication skills; ability to present complex financial information clearly to diverse audiences including internal and external stakeholders and the BOD; strong interpersonal skills and a collaborative approach to relationship-building. Ability to lead a team and collaborate with all other teams.
- **Personal Attributes:** High attention to detail and commitment to accuracy; strong analytical and problem-solving abilities; sound ethical judgment and a commitment to transparency; and genuine passion for community development and the mission of CEDS Finance.

WORKING CONDITIONS & ADDITIONAL INFORMATION

Work Environment	Professional office setting; hybrid with two days in-office.
Physical Requirements	Prolonged periods of computer work; ability to occasionally lift up to 25 pounds; may require occasional evening or weekend availability.
Travel	Limited local and national travel.
Compensation	Salary range is \$120,000 - \$145,000. Benefits include medical and dental (CEDS Finance pays all of the employee’s premiums for both), FSA or Cafeteria Plan, vision, paid time off, retirement plan, and paid holidays (plus a week-long office closure between Christmas & New Year’s Day)
Reports To	Executive Director
FLSA Status	Exempt
How to Apply	Email your resume and cover letter (optional) to hr@cedsfinance.org .

CEDS Finance is an Equal Opportunity Employer and does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex (including pregnancy, sexual orientation, and gender identity or expression), national origin, ancestry, age, disability, genetic information, marital status, veteran status, or any other characteristic protected by law. We are committed to building a diverse and inclusive workplace and strongly encourage applications from individuals of all backgrounds, particularly those from the communities we serve.