



**Wisconsin Native Loan Fund, Inc.  
Position Description**

**Position:** Financial Controller  
**Reports to:** Chief Operating Officer (COO)  
**Salary:** Salary commensurate with experience - \$29 to \$36 per hour

**Status:** Full-time with benefits; Non-exempt

**Location:** Lac du Flambeau, Wisconsin; remote/hybrid  
In-Person required at outset; Potential to be fully remote after probationary period

**Posted:** 9/24/2024  
**Closes:** 10/8/2024

Wisconsin Native Loan Fund, Inc. is a non-profit 501(c)(3) Community Development Financial Institution (NCDFI) that provides affordable lending products, financial education, entrepreneur/small business and community development capacity building services. Our mission is to improve capital access, financial health, homeownership, small business opportunities and economic development, thereby increasing the financial well-being of Wisconsin Native American families and communities.

**Summary:** The Controller oversees and manages financial operations, supports company financial strategy and improves financial efficiency by performing cost and general accounting functions under generally accepted accounting principles (GAAP) for a non-profit. Responsibilities include budgets, financial and compliance reports, tax and audit functions, forecasting, quarterly calculations of loan loss reserve (CECL), maintaining and revising financial policies, procedures, internal controls and reporting systems, compliance with grant requirements, payroll, account payables/receivables and risk management. Supervises bookkeeper.

**Major Duties & Responsibilities**

- Develops annual operating budget with management staff as well as interconnected grant and departmental budgets. Monitors budgets, expense reports on a monthly, quarterly and annual basis.
- Does accounting related data entry such as rent-in-kind, account payables/receivables, adjustments of short-term loan receivables, loan write-offs, journal entries, loan loss reserve.
- Does accounting, lending source and payroll set-ups in Quick Books. Creates and maintains organizational chart of accounts.
- Produces monthly, quarterly and annual financial reports. Monitors spending, grant deliverables and does all grant reporting.

- Assigns loan funding source. Calculates cost of funding for regular review of interest rates. Calculates Current Expected Credit Loss (CECL) quarterly and adjusts loan loss reserves accordingly.
- Develops, maintains and updates projections, capitalization plan, lending and grant spreadsheets.
- Responsible for coordinating organizational cash flow management.
- Responsible for performing, or oversight of, all payroll functions.
- Monitors bank and credit card activity and reconciles accounts.
- Reconciles Down Home (loan servicing) software to QuickBooks.
- Responsible for all tax and audit related preparation and filings.

### **Minimum Qualifications Required**

- Bachelor's degree in business administration, Accounting or Finance.
- Previous experience working in non-profit accounting.
- Previous experience supervising bookkeeping staff.
- Minimum of five years' experience in business management, preferably within small to mid-size organizations.
- Must possess excellent verbal and written communication skills; professional demeanor and appearance; analytical & problem-solving skills; attention to detail; ability to manage time effectively; self-motivation skills; work effectively under pressure; ability to build positive working relationships with both internal and external customers; ability to interact professionally with a wide variety of people.
- Must be able to understand and fully explain technical data and information.
- Must be able to prepare and balance budgets; compose business reports; possess knowledge of labor law; possess knowledge of payroll compliance.
- Knowledge and use of Financial and QuickBooks software.
- Knowledge of GAAP and OMB A-133 regulations.
- A valid driver's license, reliable transportation and automobile insurance are required.

### **Preferred**

- CPA (Certified Public Accountant) certification or master's degree.
- Experience with a Native American Tribal organization.
- Knowledge and use of Down Home (loan servicing) software.

No extraordinary physical requirements. Job requires normal physical requirements for an office position.

### **Equal Opportunity Employer**

WINLF is an Equal Opportunity Employer *except to the extent required by Native American Preference and Veteran Preference*, WINLF prohibits discrimination on the basis of race, color, creed, religion, sex, pregnancy, age, national origin, marital status, physical or mental disability, and any other basis protected by applicable law. This applies to all employment decisions, including hiring, promotion, termination, and other matters affecting terms and conditions of employment.

WINLF is a drug-free work environment. A pre-employment drug testing and criminal background check may be required.

WINLF provides competitive pay, a generous benefits package (to FT employees) and a supportive work environment.

### **To Apply:**

Please submit the following to Ron Teliszczak, Contractual Human Resource Manager at [rteliszczak@glite.org](mailto:rteliszczak@glite.org):

- Resume with three (3) professional references.

- Copy of Education Degree and Training Certifications.
- Salary/Hourly Rate requesting and Work Schedule Preference
- Cover letter explaining how your knowledge, skills and abilities fit this position & our organization.
- Copy of Tribal Enrollment and/or veteran status card.