



Position Announcement: Financial Operations Analyst, Small Business Capital

Located in: Raleigh, NC

Background

Since 1987, the NC Rural Center has worked to improve the quality of life for the state's rural people and places. We operate with the core belief that our rural communities have inherent cultural value and are vital to the overall economic health of our state. We recognize that the changing landscape of rural North Carolina brings with it significant challenges, but we also believe in the resiliency of our state's rural people and their dedicated stewardship of the communities they call home.

As part of this stewardship, we manage several intermediary small business capital programs that promote economic growth. The first is a suite of federally funded State Small Business Credit Initiative (SSBCI) programs which catalyzes investment across all 100 North Carolina counties in partnership with community banks and venture firms. The second is a small business loan participation program for Community Development Financial Institutions and Minority Depository Institutions across a seventeen state footprint, managed through CornerSquare Community Capital, a wholly owned subsidiary of the Rural Center. The third program, NC COVID-19 Rapid Recovery, is a partnership of eight CDFI lenders and support partners assisting businesses that have been impacted by COVID-19. Altogether, these small business capital programs total approximately \$335 million in assets under management and are expected to exceed \$500 million over the next five years.

Position Overview

The financial operations analyst is responsible for supporting financial reporting and operations in the management of systems, policies, and procedures for three of the Rural Center's intermediary small business capital programs. The role will be a key conduit between SSBCI, CornerSquare Community Capital, NC Rapid Recovery, the finance division, and third-party vendors and other resource providers who support our lending operations.

Duties & Responsibilities

Financial Modeling and Projections

- Assist in the development and management of cash flow projections, including loan receipts, investment exits, and administration expenses, with a focus on balancing optimal fund deployment and liquidity
- Assist with liquidity management and provide financial projections for committed and uncommitted funds
- Provide financial analysis to the internal team and work closely with the finance and administration team in reviewing and analyzing CornerSquare and SSBCI's program related financials
- Design and create complex, dynamic financial models to facilitate decision-making

Research and Data Analysis

- Identify trends and opportunities for gaining efficiency and maximizing impact
- Research, collect, manipulate, and analyze data to summarize and present key findings
- Source, validate, and interpret internal and external data; Analyze data for discrepancies and risks, effectively communicate analysis output; May assist with larger data management efforts

- Track performance across assigned systems, products, or business units, and identify issues limiting potential gains; Recommends workflow changes to achieve financial goals or minimize financial impact

Internal Team Support

- Help establish and manage a robust system of financial and portfolio management tools to ensure fiscal accountability and situational awareness
- Interface with the Rural Center's finance and administration team to ensure all financial data is properly reconciled
- Interface with the Rural Center finance and administration team to ensure auditors have access to all information they require to complete financial audit, internal control reviews, and government audits as required
- Prepare quarterly financial dashboard
- Assist in the design and implementation of effective team audit functions
- Support the operations team in managing program compliance, various third-party vendors, and reporting to internal and external stakeholders
- Perform other related duties necessary to support SSBCI, CornerSquare and the Rural Center's mission and vision

Hiring Requirements & Attributes

- Bachelor's degree, ideally with a focus in accounting, finance, business, management, or other relevant field
- Five plus years of accounting/finance experience
- Excel is a key toolset
- Loan management and CRM software exposure
- Strong interpersonal and decision-making skills; collegial and collaborative working style; analytical and attention to detail
- Ability to coordinate multiple competing priorities
- Excellent written and oral communication skills
- Experience in nonprofit or community development finance is a plus
- SQL, relational database skills, Six Sigma process optimization, PMP certification, or agile development exposure is a plus

Compensation and Benefits: The NC Rural Center offers excellent benefits and salary commensurate with experience. Benefits include health, vision and dental insurance, retirement contributions, holidays, and paid-time off. The NC Rural Center is an equal opportunity employer.

How to apply:

- Prepare a cover letter and resume, and email them as a Word or PDF document to hr@ncruralcenter.org; the subject line of the email should include your name and the position title.
- Applications will be reviewed on a rolling basis and the position will remain open until filled.
- For questions not covered above, you may contact **Armeer Kenchen** by emailing akenchen@ncruralcenter.org.