



## About MCE Social Capital

---

MCE Social Capital is a 501(c)3 nonprofit impact investing firm that uses a pioneering loan guarantee model to generate economic opportunities for hundreds of thousands of people, particularly women, in more than 36 countries.

More than two billion people in the world lack access to formal financial services—including savings accounts, insurance, and loans—and consequently must contend with financial insecurity on a daily basis. Small businesses also suffer from a lack of appropriate finance opportunities, despite their unique potential for transformative job creation and social impact. We help fill these financial inclusion gaps by **making loans to:**

- **Microfinance Institutions (MFIs)** that help people living in rural areas gain access to credit, savings accounts, insurance, healthcare and health education, business education, and technical assistance.
- **Small and Growing Businesses (SGBs)** that create jobs, help smallholder farmers, facilitate clean water and energy, and increase household savings.

**Commitment to women:** Across its lending, MCE focuses on organizations that are women-led, include a majority of women in a supply chain, specifically develop products or services for women, employ a majority of women, and/or have a majority of direct clients who are women.

**MCE's loan guarantee model:** MCE secures its MFI and SGB lending by collecting philanthropic pledges from foundations and individuals (its guarantors) to make tax-deductible contributions if – and only if – an MFI or SGB fails to repay a loan from MCE. MCE pools these pledges – now \$125M from more than 108 guarantors – and uses them as collateral to borrow capital from U.S. financial institutions.

MCE is a virtual organization with offices in San Francisco and Barcelona and other remote staff in Denver, Philadelphia, New York and Washington, DC.

## About the Controller Position

---

**Location:** Strong preference for Denver, CO but ability to work anywhere in the US remotely. Flexible schedule, including compressed work week, is a possibility.

Reporting to the CFO, the Controller will be a strategic and results oriented finance leader, responsible for the accounting and loan administration function of MCE. This includes management and oversight of MCE's accounting, loan system, reporting, treasury management, tax, and administrative responsibilities. Also included are: required internal and external reporting, management of currency hedge contracts and regulatory filings. This position is not only critical internally, but also has visibility and interaction with external stakeholders such as MCE lenders, foundations, guarantors and regulators. The Controller will have no direct reports but will have managerial duties for MCE's Loan and Accounts Manager.



## **Controller Job Description**

### **Responsible for all accounting including:**

- Oversee accounting-related work of Loan & Accounts Manager
- Maintenance, accuracy and completion of accounting software (Quickbooks)
- Accurate and timely completion of GAAP basis financial statements and all other accounting-related reports
- Responsible for successful completion of annual audit
- Liaise with accountants and auditors for guidance, when needed

### **Responsible for loan data information system:**

- Oversee loan data system work of Loan & Accounts Manager
- Maintenance, accuracy and completion of loan data information system , Nortridge (NLS)
- Ensure all reports are accurate, complete and created on time
- Ensure accurate invoices are sent to clients on time
- Suggest new reports, systems and tools as well as new ways to utilize existing software for needs of Finance and Portfolio departments

### **Tax, Human Resources & Administrative:**

- Responsible for tax return (990) completion
- Oversee 1099 creation and distribution with support of Loan & Accounts Manager and Operations Manager
- Manage state charitable registrations
- Responsible for certain MCE policies, including expense reimbursement and other HR-related policies

### **Treasury Management, Reporting, Management, and other responsibilities:**

- Oversee all bank account transactions including payments to lenders, payments from borrowers, payroll, expenses, etc.
- Oversee all MCE derivatives, including new contracts and payment management
- Responsible for monthly, quarterly and annual reporting due to MCE lenders
- Process all new borrowing requests, partner with CFO on raising capital
- Manage all paperwork around new notes borrowings, with support of Operations Manager
- Oversee work of Loan & Accounts Manager as well as Operations Managers where applicable
- Conduct excel-based financial analysis on a variety of things, as needed
- Support CFO on budget creation and creation of materials for Board meetings
- Suggest improvements to existing systems and processes
- Other projects, duties and tasks as needed



### Candidate Requirements

- Minimum of eight years of experience in accounting, audit, finance or related field
- Bachelor's degree, with a major in Accounting, Finance or Business
- CPA preferred
- Highly attentive to detail, strong financial analysis skills
- Highly organized, able to meet regular deadlines independently
- Fluent in Microsoft Office, particularly Excel
- Experience with and strong working knowledge of GAAP-based accounting and daily applications
- Experience with non-profit accounting and grant management preferred
- Experience with audits
- Strong understanding of debt financing operations
- Experience working in a financial organization such as a bank, lending institution, investment fund, etc. preferred
- Experience with currency hedging
- Passion for MCE's mission
- Good sense of humor, strong team player

### Competencies

- **Proactive:** Highly motivated and self-starting professional, can work independently and without significant supervision.
- **Decision Quality:** Makes good and timely decisions that keep the organization moving forward.
- **Work Ethic:** Possesses a strong willingness to work hard and sometimes long hours to get the job done. Has a track record of working hard.
- **Collaborates:** Builds partnerships and works collaboratively with others to meet shared objectives.
- **Cultivates Innovation:** Creates new and better ways for the organization to be successful.
- **Strategic mindset:** Seeing ahead to future possibilities and translating them into breakthrough strategies. Brings new ideas to the company.
- **Communicates effectively:** Develops and delivers multi-mode communications that convey a clear understanding of the unique needs of different audiences.
- **Strategic mindset:** Seeing ahead to future possibilities and translating them into breakthrough strategies. Brings new ideas to the company.
- **Efficient:** Able to produce significant output with minimal wasted effort.
- **High Standards:** Expects personal performance and team performance to be nothing short of the best.

MCE offers competitive salary and benefits, including generous vacation and personal time off, health insurance benefits, family leave and retirement plan matching.

### How to Apply

To apply please send a short cover letter along with your resume to [info@mcesocap.org](mailto:info@mcesocap.org). Please put "Controller Position – " and your name in the subject. All documents must be PDFs.