



## Director, Financial Planning & Analysis

### The Organization

In March 2020, Opportunity Fund, the country's leading nonprofit small business lender, and the Accion U.S. Network, the U.S. affiliate of global nonprofit Accion that has led a nationwide network of community lenders since 2011, combined efforts to form Accion Opportunity Fund/Opportunity Fund.

The nation's 30 million small business owners often lack access to affordable credit from responsible lenders offering attractive loans and services. Industry estimates suggest that there is an \$87 billion annual market gap in loans less than \$100,000 for Main Street entrepreneurs. Addressing this gap can ensure that small business owners can sustain their enterprises; drive job creation; and stimulate regional economies through increased wages, spending and tax revenue.

Leveraging the strengths of both organizations, Accion Opportunity Fund will spearhead the development of a national microlending strategy to meet the credit needs of small businesses – developing new products, establishing new partnerships, promoting research and financial education, and leveraging digital technologies and data analytics to support mission-driven lending.

Opportunity Fund remains as an independent Community Development Financial Institution (CDFI) focused on expanding its lending and advisory services in California and other markets in the US. *Our mission to drive economic mobility by delivering affordable capital and responsible financial solutions to determined entrepreneurs and communities.*

### The Role:

Reporting to the Chief Financial Officer, the **Director, Financial Planning & Analysis** plays a lead role in the financial management and budget oversight of the organizations. This role has responsibility for creating and maintaining critical tools and analyses that support both departmental and organizational decision making and serves as a strategic thought partner to the CFO and senior management. The hire will be responsible for creating and executing the organization's annual budget and quarterly forecasts, as well as reporting monthly performance versus actual. The ideal candidate will ensure data integrity throughout a myriad of internal and external reporting; supports debt/capital compliance efforts; and participates with various internal/external stakeholders on various organization-wide initiatives. Informing his/her work is a strong understanding of the organization's strategic plan as well as its financial, operational and risk dynamics. S/he oversees a staff of two - Financial Budget Analyst and Financial Analyst and interacts with a variety of internal and external stakeholders.

## **Key Responsibilities/Accountabilities:**

### ***Annual Budget, Quarterly Forecasts, and Reporting***

- Lead the organization-wide annual budget effort including planning, coordinating, and developing an organization-wide budget. Work with department leaders to ensure a transparent and participatory process. Align deliverables with the final goal of the CFO presenting at the June Board of Directors Meeting.
- Coordinate and create at least quarterly forecasts providing an update to the annual budget. Work with department leaders to ensure a transparent and participatory process.
- Oversee budget analytical software tool (Workday Adaptive Planning) to both Finance and throughout the organization to leaders and budget department managers. Focus on clarity, efficiency, ease, and robustness of reporting.

### ***Financial Modeling and Analysis***

- Develop, maintain, and update sophisticated, multi-dimensional and interactive long-range financial models to support both departmental and/or organization-wide decision-making. Provide alternate scenarios to management for decision-making; fully understand implications of various inputs; and allow for ongoing adjustment and analysis.
- Update Workday Adaptive Planning model to match current and proposed business model. Continuously improve the model and associated reporting for clarity, efficiency, and functionality.
- Develop and maintain unit economics by product line and channel for management decision-making and analysis.
- Provide financial and decision-making support to management in analyzing new initiatives and product lines.

### ***Capital***

- Steward current investor relationships by providing reporting, responding to data queries, and troubleshooting issues as they arise.
- Manage and ensure compliance with all investor covenants and identify opportunities to streamline and rationalize covenants in order to minimize complexity.

### ***Other Support***

- Work with Fund Development, Marketing, and Policy teams to ensure appropriate and accurate representation of performance data in all external-facing documents.
- Provide grant-specific budgets and reporting as necessary to support Fund Development.
- Support CFO or his/her designee in the analysis, interpretation and monitoring of financial requirements for finance, participating in ad hoc projects as needed.

## **The Person:**

Highly qualified candidates will share Opportunity Fund's commitment to its mission and will embody the organization's core values bringing a broad range of skills and experience including, but not limited to:

- Bachelor's Degree in Accounting, Finance, or Business. A combination of education and experience may be considered.
- 6 years experience in corporate accounting and financial reporting at an organization of comparable complexity
- 6 years experience in building and maintaining organization-wide budgets and forecasts

- Demonstrated ability to gather, model and present data in writing and verbally and to make recommendations based on analyses
- Demonstrated ability to work cross functionally and under tight deadlines all the while maintaining a calm demeanor and customer-service orientation
- Proficiency with budget/planning software such as Workday Adaptive Planning (formerly Adaptive Insights) or similar
- Proficiency with Microsoft Excel and its modelling and graphical features
- Experience with other Microsoft Office Suite products and database programs

### ***Preferred Experience***

- Experience in financial services industry and loan portfolio modeling
- Experience in non-profit accounting
- Expert level proficiency with Workday Adaptive Planning
- Experience with SQL data tables, writing SQL queries, and SSRS
- Experience with NetSuite accounting software

### **Perks & Benefits:**

Our mission is what motivates us to come to work each day. We know that happy employees are productive employees, which is why we offer a comprehensive benefits package that includes:

- Competitive salary commensurate with experience.
- An environment that values work-life balance.
- 100% company-funded Medical, Dental, Vision, Life & Disability coverage for employees. Family coverage is also available.
- Tax deferred & Roth 403(B) Retirement Plan with employer match. Employer match increases with tenure.
- Paid vacation (increased with tenure), 13 paid holidays, sick, and family leave days.
- This is a fully Remote position.

### **To Apply:**

Interested candidates should click [here](#) to apply to the job online.

*Diverse candidates are encouraged to apply.*

*Opportunity Fund is an Equal Opportunity Employer. [www.opportunityfund.org](http://www.opportunityfund.org)*