



Mission Driven Finance Controller, Fund Operations

Position: Controller
Reports to: Chief Financial Officer
Status: Full time / exempt
Location: United States work-from-anywhere; option to be in-office in San Diego, CA

About Mission Driven Finance

Learn more about us, our “why,” and our opportunities on our [jobs page](#).

Who we are looking for

As we expand to support more impact funds around the country, we are growing our fund operations team with a controller to drive all of our accounting and financial reporting activities. Your primary role is to ensure our accounting and fund management systems are up to date, with a particular focus on the financial operations of our debt and equity portfolios across multiple investment funds. Additionally, you will ensure our borrower services, custom solutions, investor relations, and management have clear and reliable financial information to support decision-making and a quality customer experience.

This role might be good for you if you love having a sense of order with every journal entry in its right place (what accountant doesn't?), but also enjoy solving new puzzles with your team. You consider yourself an accounting generalist, and comfortable doing everything from designing reconciliation processes to recording income and expense transactions to tracking portfolio activity across multiple entities. You are savvy with a wide variety of software and technology tools, and your Excel skills are ranked as “wizard.” You believe pennies count. You love a good process, and yet always look for ways it can be improved. A clean bank rec gives you an overwhelming sense of joy.

As a rapidly growing enterprise, we are looking for exceptional people that will continually expand their role in our company and our community. We believe in strength through diversity and expect all of our team to bring their lived experiences to our work. Everything we do comes from a community-first perspective and everybody on our team is values-driven in both work and life.

Primary responsibilities

You will work primarily with our chief financial officer and director of fund operations, but have significant connectivity to the rest of the team to equip them with the financial information they need to review performance and make decisions. You will be responsible for overseeing the financial activities across all of our various entities and managed portfolios.



- Ensure all transactions are accounted for and reconciled on a regular basis, including investor activity, portfolio company activity, and corporate operations
- With an eye toward continuous improvement, develop and implement processes that increase the accuracy and efficiency of our financial operations, from portfolio company servicing to producing internal and external reports to executing investor capital calls and distributions
- Manage the generation, consolidation, and analysis of all financial information necessary to provide a clear and comprehensive picture of the financial state of the individual and collective businesses to internal and external stakeholders and partners
- Assist the chief legal officer with developing and implementing financial controls and compliance, including the timely filing of the required materials with various regulatory agencies
- Manage all cash management activities, including creating and managing expected schedules, executing internal transfers, and optimizing cash positions
- Manage the firm's external auditors and tax preparers in support of the annual balance sheet review and tax return preparation
- Determine the capacity needs for the accounting operations, including staff and outside vendors, and manage those team members in the performance of their respective responsibilities

Desired values, qualifications & skills

An ideal candidate will value:

- Our mission to build a better financial system
- Developing solutions from a team perspective
- Ability to execute semi-independently
- Commitment to quality balanced with efficiency
- Sense of humor, flexibility, and resilience

And have a background and skills that include:

- 4+ years of experience in relevant roles, including direct experience with investment funds or loan portfolios
- CPA or similar professional designation, with a deep understanding of GAAP
- Strong attention to detail with an eye to continuous process improvement
- Excellent verbal and written communication
- Adaptability and responsiveness in an evolving startup environment with competing priorities and deadlines, and managing your own work schedule in a remote environment
- Very strong comfort with technology tools, including QuickBooks online, spreadsheets, MS Office, Google Workspace, project management systems (Asana), and communication systems (Slack)



Preference for candidates that also have one or more of:

- Experience working in the impact investment industry
- Fluency in another language aside from English
- Understanding of nonprofit organizations and small businesses
- Understanding of lending and financing
- Understanding of real estate transactions
- Lived experience in our target investment communities, such as BIPOC, New American, veteran, and other overlooked and underestimated communities

Work environment and physical demands

We are headquartered in San Diego, CA, and encourage a flexible work environment. For this position, we are open to candidates anywhere in the United States. Remote employees will be expected to visit in person up to once per quarter. Our team is very fun and extremely humble :-)

Compensation

This is a full-time role with an annual salary range of \$80,000–\$100,000. This position includes company standard benefits:

- Generous paid time off plan along with 10 paid holidays
- Remote and flexible work schedule and environment
- 401k retirement plan with 4% employer match
- Stipend for work from home expenses
- Access to health/dental/vision plan
- Participation in company incentive program(s)
- \$500 annual professional development stipend

Equal opportunity employer

Mission Driven Finance is an equal opportunity employer. We encourage all qualified candidates, regardless of race, ethnicity, religion, national origin, age, sex, disability, veteran status, or gender identity to apply for this position. We welcome smart people with non-linear/non-traditional experience and educational backgrounds to join our team. Should a candidate be offered the position, they will need to show documentation of the ability to work in the U.S. including completing an I-9. We are unable to offer work visas at this time.

To apply

If you think you can help us build a better world, we encourage you to send your cover letter and resume to jobs@missiondrivenfinance.com.