

## Brattleboro Development Credit Corporation (BDCC)

Job Title: Controller  
Reports to: Executive Director (ED)  
Location: Brattleboro, Vermont  
Job Type: Exempt  
Salary Range: \$90,000 - \$105,000

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**The primary objective of the BDCC is to invest in the drivers of the regional economy so that people, businesses, and communities in Southern Vermont can thrive.**

**Our vision reads: People who love Southern Vermont have opportunities to thrive here.**

### **BDCC's Internal Values are:**

- **We are big-picture thinkers who aren't afraid of complexity.**
- **We strategically and innovatively change systems by laying the groundwork for opportunities.**
- **We are tenacious and resourceful problem solvers.**
- **We turn knowledgeable passion into capable, impactful action.**
- **We are always listening, learning, and growing to build trust and improve ourselves, our team, and our work.**

### **Meeting key performance goals:**

**Job or program specific:** In consultation with your supervisor, you will determine high level goals based on your job and program(s). In addition, key performance indicators will track progress towards those goals. Quarterly check-ins with your supervisor will include a process to ensure goals and KPIs are mutually understood, remain relevant, and used to evaluate performance or guide corrective action.

**Professional and personal development:** BDCC invests in developing the capacity of our team so we can translate knowledge and passion into action. In order to grow and develop as an organization, staff pursue research, training, writing, speaking opportunities, and other modes of personal and professional development. In consultation with your supervisor, you will identify growth opportunities which may be closely tied to your work responsibilities, or more broadly applicable to your professional development.

**CEDS Related:** The work of BDCC is to grow the regional economy as guided by the Southern Vermont Comprehensive Economic Development Strategy. Understanding how your job relates to achieving the objectives of the CEDS is vital to maintain alignment towards the overarching goals of the organization.

### **Organizational Support:**

BDCC employees are integral in assisting the organization to reach its objectives. All staff are expected to participate in professional development activities led by the Executive Director as well as pursue opportunities individually. The organization relies on all staff to help attend community and business meetings across the county. Additionally, all staff are encouraged to publish professional papers establishing themselves, and the organization, as leaders in economic development in Southern Vermont. Participation in these activities by all BDCC staff is critical to the BDCC's success.

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## **Program Objectives & Requirements:**

The Controller will report to the Executive Director. The successful candidate will be a hands-on and participative manager and will lead, either directly or by way of oversight, an internal team to support the following areas: finance (e.g., financial planning, resource allocation), accounting (e.g., recording, classifying, and reporting on financial transactions), lending (e.g., evaluating, issuing and managing loans in compliance with underwriting standards and minimizing risk to BDCC), business planning (e.g., project financial scenarios, ROI calculations, variance analysis), budgeting (e.g., annual and multi-year), personnel administration (e.g., human resources and payroll), and provide financial oversight specific to Programs / Projects, to be defined from time to time by the Executive Director.

A diligent candidate will:

1. Ensure accurate and transparent accounting and financial reporting including maintaining the integrity of the general ledger and financial records for BDCC and its subsidiaries in conjunction with the Finance Manager; preparation of timely and accurate monthly, quarterly and annual financial statements; and ensure compliance with GAAP and nonprofit specific accounting standards.
2. Support Mission - Driving Budgeting and Forecasting including collaborating with program leaders and ED to build and monitor budgets, and align financial resources with organizational goals and strategic initiatives.
3. Maintain strong Internal Controls and Risk Management including the design and monitoring of internal controls to prevent fraud, misreporting, and misuse of funds, and ensure compliance with grant restrictions, donor stipulations, and funding agency requirements.
4. Oversee Audit and Regulatory Compliance including the coordination with external auditors for BDCC and its subsidiaries annual independent audit, single audit; preparation of necessary reports and schedules for IRS Form 990 and state filings, and the compliance with all relevant nonprofit tax and reporting laws.
5. Fund Accounting & Grant Management includes the implementation of fund accounting systems to track restricted and unrestricted funds, and ensuring accurate accounting in collaboration with the Finance & Grants Manager.
6. Enhance Financial Systems & Efficiency including optimization of financial software and reporting tools, and improvements to workflow processes for AP, AR, payroll, and monthly close.
7. Provide Financial Leadership & Training serving as a financial advisor to the Executive Director, Finance Committee, Retirement Plan Committee and Loan Committee; train program managers and staff on budgeting and financial stewardship.

## **Position Duties and Responsibilities:**

### **Financial Budgeting | Financial Management -**

- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements, and oversee all financial, project/program and grants accounting.
- Coordinate and lead the annual audit process, liaise with external auditors and the finance committee of the board of trustees; assess any changes necessary.
- Oversee and lead the annual budgeting and planning process in conjunction with the Executive Director; administer and review all financial plans and budgets, monitor progress and changes and keep senior leadership team abreast of the organization's financial status.
- Manage organizational cash flow and forecasting.
- Oversee Daily Accounting functions, including but not limited to Accounts Payable, Accounts Receivable, Purchasing, with support from the Finance Manager, and this includes necessary reporting of matters of concern, or items needing analysis to the Executive Director on a defined schedule.
- Monitor the cash position of the organization.

- Manage and oversee monthly closing process, including review of monthly journal entries, completion of monthly bank reconciliations, and semi-annual/annual balance sheet reconciliations.
- Implement a robust contracts management and financial management / reporting system; ensure that the billing and collection schedules are adhered to, and that financial data and cash flow are steady and support operational requirements.
- Update and implement all necessary business policies and accounting practices. This is done either annually, or as needed, with updates to Board Approved Policies & Procedures (e.g., Time Reporting, Financial Management), or updates to internal Standard Operating Procedures (SOPs).
- Effectively communicate and present the critical financial matters to the ED, BDCC Finance Committee and Board of Trustees.
- Act as point of contact for all VEDA / Financial loan applications, loan documents, and related legal documents.

#### **Revenue Management -**

- Monitor the collection and recording of accounts payable and receivables.
- Ensure security of funds and accurate account coding and entry to the accounting system.
- Provide timely, accurate and clear reports to funders and donors.
- Ensure reporting to funding sources is proactively and effectively completed by staff.
- Liaises with all funding sources as required and ensures monthly, quarterly and annual financial agreements are met.

#### **Fund Accounting -**

- Maintain accurate fund accounting systems to track restricted, unrestricted, and temporarily restricted funds.
- Manage the organization's annual Single audit.

**RLF Management** – Working with BDCC's Assistant Director, Business Acceleration (AD) oversee the administration, compliance, and financial tracking of BDCC's Revolving Loan Funds. Duties include -

- Review loan applications to ensure the hard copy files contain the required materials per the loan package file criteria established in collaboration with the AD.
- Work with the AD to create repayment schedules for borrowers, setting interest rates and term length that is feasible for them to meet.
- Review loan applications to determine whether they meet the criteria for acceptance.
- Draft all loan closing documents, and set up loans in accordance with funder requirements, and to meet loan monitoring requirements.
- Conduct all in person loan closings.
- File all UCC Liens, amendment and/or terminations with the Vermont Secretary of State, and if necessary, at the Town level for mortgage and secured fixed asset collateral.
- Set up closed loans tasks for Loan Monitoring requirements in ASANA and assign the tasks accordingly.
- Work with the Finance Manager to review monthly statements to ensure that payments are being made on time and in full.
- Quarterly reporting to Loan Committee and Board of Trustees on Loan Portfolio.
- Conduct all funder desk review and/or onsite auditing requirements.

- Work with the AD on RLF system process improvements, annual updates to the respective work plans, and interpretation of program guidelines.

#### **Human Resources -**

- Develop and implement HR policies for the organization.
- Maintain the Employee Handbook, HR related Policies & Procedures, and Annual Employee Benefit Booklet.
- Ensure that BDCC remains in compliance with laws and regulations.
- Manage online functionality for employee benefits including; health, dental, vision, short term disability, long term disability, group term life, and 401K plan.
- 401K Plan Management.
- Payroll and HR related annual budgeting.
- Oversight of Payroll and Employee Benefit Functions.

#### **Internal Controls & Compliance -**

- Establish and monitor robust internal controls to protect the organization's financial assets.
- Ensure compliance with nonprofit tax, regulatory, and funding requirements.
- Develop policies and procedures to support financial integrity and operational efficiency.

#### **Team & Systems Oversight -**

- Supervise accounting staff (AP, AR, Payroll, etc.) and support their development.
- Manage accounting software systems and suggest improvements.
- Serve as liaison with auditors, banking partners, and external vendors.

#### **Executive Director Support -**

- Assist the Executive Director in developing and maintaining professional relationships with BDCC stakeholders.
- Attend staff, board, and other relevant meetings, as necessary.
- Take on additional tasks as directed by the Executive Director.

#### **Working conditions:**

Work is generally performed in an office setting with frequent interruptions, multiple deadlines, applicant inquiries, and peak workload periods. Position will require attending a weekly BDCC/SeVEDS staff meeting, and daily collaboration. The position requires a schedule of work of 40 hours per week including evening meetings, as needed.

#### **Physical requirements:**

Work may include prolonged sitting, as well as light to moderate lifting, reaching, stooping, pulling, pushing, manual dexterity, clear speech, visual and hearing acuity. The need to transport files, paper and documents weighing up to 25 pounds is also required.

#### **Direct reports:**

Finance Manager

#### **Qualifications:**

This role presents a significant growth opportunity for a strategic and mission-aligned professional to potentially assume the responsibilities of a leadership role. The right candidate will be positioned to grow into this expanded role, providing a path toward broader leadership and organizational impact. BDCC is committed to internal talent development and succession planning, and this position is ideal for a candidate ready to take the next step in their finance and leadership career within a mission-driven organization.

**Education & Certification -**

- Bachelor's degree in accounting, finance, or related field (required)
- Master's in accounting/finance or MBA is a plus

**Experience -**

- 5–10+ years of progressive accounting, business and/or nonprofit experience
- Familiarity **with** fund accounting, donor restrictions, and grant compliance
- Experience with audits, Form 990, and financial reporting

**Technical Skills -**

- Proficiency in QuickBooks Desktop and QuickBooks Assisted Payroll
- Advanced Excel and financial modeling skills
- Understanding of FASB regulations, GAAP, and nonprofit-specific accounting

**Soft Skills -**

- Strong leadership and communication skills
- High ethical standards and integrity
- Collaborative mindset with mission-driven thinking
- Ability to explain complex financial info to non-financial stakeholders

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Contact Adam Grinold, Executive Director @ [agrinold@brattleborodevelopment.com](mailto:agrinold@brattleborodevelopment.com)