

**COMMUNITY CAPITAL MANAGEMENT, LLC**

**JOB DESCRIPTION:** ASSISTANT CONTROLLER

**LOCATION:** FORT LAUDERDALE-AREA, FL

**START DATE:** IMMEDIATE

Community Capital Management, LLC. (CCM) is seeking an Assistant Controller to join our team in the Fort Lauderdale-area, FL office. We are seeking a highly organized and responsible team player to support the firm’s accounting and financial activities.

**DUTIES AND RESPONSIBILITIES**

- Assist CFO with management of all accounting operations including Billing, A/R, A/P
- Coordinate and assist with the preparation of the budget and financial forecasts and report variances.
- Prepare and publish timely monthly financial statements.
- Coordinate/ assist with the preparation of regulatory reporting including annual and periodic program review audits.
- Research technical accounting issues for compliance and CFO as needed.
- Support month-end and year-end close process
- Ensure quality control over financial transactions and financial reporting.
- Manage and comply with local, state, and federal government reporting requirements and tax filings.
- Develop and document business processes and accounting policies to maintain and strengthen internal controls.

**QUALIFICATIONS**

Qualified candidates will possess:

- Bachelor’s degree in accounting, finance, or related field; CPA certification preferred or working towards it.
- Thorough knowledge of accounting principles and procedures as well as various accounting software administration
- Experience with financial statement preparation for all types of legal entities
- Experience with general ledger functions and the month-end/year end close process
- Excellent verbal and written communication skills and demonstrated ability to communicate effectively.
- Proficiency in Microsoft Office Suite, Quickbooks or Sage.
- Ability to handle, prioritize, and respond to multiple projects and requests.

**HOW TO APPLY**

For consideration, please send cover letter and resume to [jobs@ccminvests.com](mailto:jobs@ccminvests.com); reference “Assistant Controller” in the subject line.

**ABOUT CCM**

Founded in 1998, Community Capital Management, LLC (CCM) is a privately-held investment management firm headquartered in Ft. Lauderdale, FL. The firm seeks to deliver superior risk-adjusted returns through investment strategies that contribute to positive environmental and social outcomes. The firm provides investment management services to institutions and individuals through mutual funds and separate accounts. CCM’s vision is to be the premier impact investment manager providing client-driven solutions and excellent client service.

