Job title	**Finance Compliance Officer**
Reports to	Director of Finance

ASSETS
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Lancaster, PA 17603
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Company Description

ASSETS is a 501(c)(3) nonprofit and Certified Community Development Financial Institution (CDFI) based in Lancaster, Pennsylvania. Since 1993, we have worked to cultivate entrepreneurial leadership and expand economic opportunity for historically underserved communities. Through comprehensive training programs and accessible capital, ASSETS equips entrepreneurs with the tools, resources, and support they need to start, grow, and sustain thriving businesses.

Position Summary

The Finance Compliance Officer is responsible for overseeing compliance, lending administration, financial operations, grants compliance, and risk management activities to ensure organizational adherence to CDFI Fund requirements, grant agreements, lending policies, internal controls, and applicable federal and state regulations. This position supports organizational audit readiness, provides financial and compliance insights to leadership, and helps ensure the effective stewardship of organizational and grant resources in support of ASSETS' mission.

Primary Responsibilities

Compliance and Risk Management:

- Ensure compliance with CDFI Fund requirements, grant agreements, lending policies, and applicable federal, state, and local regulations.
- Maintain documentation supporting compliance with organizational procedures and lending standards.
- Conduct periodic compliance reviews and monitor adherence to internal controls.
- Identify operational, financial, lending, and compliance risks and recommend corrective actions and process improvements.
- Maintain and update financial, compliance, and operational policies and standard operating procedures.
- Coordinate document requests and maintain records for audits, monitoring visits, regulatory reviews, and funder examinations.
- Provide compliance reporting and financial insight to leadership and board committees.

Financial Operations:

- Manage daily accounting operations, including accounts payable, accounts receivable, general ledger reconciliations, cash receipts, and disbursements.
- Assist with month-end and year-end close processes.
- Prepare journal entries and reconcile balance sheet accounts.
- Maintain accurate financial records in accordance with GAAP and nonprofit accounting standards.
- Monitor cash flow activity and ensure transactions are properly recorded and supported.
- Analyze financial information and assist leadership with financial decision-making and planning.

Loan Accounting & Portfolio Administration:

- Reconcile loan management software with the accounting system.
- Monitor loan portfolio activity, including disbursements, repayments, delinquencies, charge-offs, recoveries, and portfolio trends.
- Assist in calculating and maintaining Loan Loss Reserves.
- Ensure loan documentation meets organizational, regulatory, and compliance standards.
- Support portfolio reporting and lending-related financial analysis.

Grants Management & Reporting:

- Monitor compliance with grant agreements and funding requirements.
- Track restricted funds and grant expenditures to ensure compliance with approved budgets.
- Prepare financial reports, reimbursement requests, and supporting documentation for funders.
- Support preparation of CDFI Fund reports, board reports, annual audits, and tax filings.
- Coordinate with program, lending, and advancement teams to ensure accurate reporting of grant-funded activities and outcomes.
- Maintain reporting calendars and ensure timely submission of required reports.
- Perform other related duties as required.

Minimum Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and ability required. Reasonable accommodation will be provided to enable individuals with disabilities to perform the essential functions.

- Commitment to the mission and programs of ASSETS
- Bachelor's degree in accounting, Finance, Business Administration, Public Administration, or a related field preferred.
- Three or more years of experience in accounting, compliance, banking, CDFI operations, lending administration, nonprofit finance, or grant management.
- Knowledge of nonprofit accounting principles, financial reporting, internal controls, lending operations, and compliance practices.
- Experience managing multiple priorities and meeting reporting deadlines.
- Strong analytical, organizational, and problem-solving skills.
- Proficiency in Microsoft Office applications, particularly Excel.
- Experience with QuickBooks Online accounting software and Downhome Solutions loan management systems preferred.
- Excellent written, verbal, and interpersonal communication skills.

- High attention to detail, accuracy, confidentiality, and accountability.
- Ability to work independently and collaboratively across departments.
- Familiarity with CDFI Fund reporting requirements and community development lending practices preferred.
- Ability to lift 25 lbs.

Working Conditions

This position is fully in-person and requires regular attendance at our Lancaster City office. Remote work is not available for this role. The position is based in an open-plan office with cubicle workstations shared by multiple staff members. You may occasionally work alone in the space. The work can be challenging at times with responsibilities for meeting targets and deadlines. Dress can be business casual to professional depending upon occasion. The noise level in the work environment is usually quiet to moderate.

Physical Requirements

This role requires the ability to perform standard office duties, including using a computer for extended periods, communicating in person and virtually, and occasionally traveling to off-site meetings, trainings, or community events. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Note

This job description in no way states or implies that these are the only duties to be performed by the incumbent in this position. The employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship. No promise of employment for a particular period of time shall be effective or binding unless made in writing.

Equal Opportunity Employer

ASSETS does not discriminate against any employee or applicant for employment because of race, color, ancestry, age (40 and over), religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability, genetic information, veteran status, membership in an employee organization, or any other legally protected characteristic. ASSETS promotes the principle of equal employment opportunity.

ASSETS encourages applications from candidates with diverse backgrounds, identities, lived experiences, and perspectives, including those who reflect the communities we serve.

Salary range: $60,000 - $65,000