

## **LOW INCOME INVESTMENT FUND**

Job Title: Staff Accountant and Compliance Reporting

Location: San Francisco

Reports to: Manager of Corporate Accounting

Exempt/Non-Exempt: Non-Exempt

Status: Full Time

### **POSITION SUMMARY**

The Staff Accountant and Compliance Reporting position has responsibility for review and payment of invoices and employee expense reports, preparation of journal entries and account reconciliations, investor and other compliance reporting, and timely research and resolution of inquiries from vendors and internal customers.

### **JOB REPORTING:**

The position reports directly to the Manager of Corporate Accounting, and will work closely with the Director of Accounting and others within the finance staff. The position will also interact with other LIIF staff and outside parties.

### **ESSENTIAL DUTIES**

- Process accounts payable, including receive invoices; review for accuracy and appropriate approval per LIIF guidelines; review/assign expense codes; enter into the accounts payable system; and process the month-end check run.
- Operate in Concur system for Staff reimbursement and credit card expense, manage concur data import to MIP accounting system
- Operate the Bank of America CashPro positive pay functionality to reduce risk of fraud.
- Review company credit card statements, and obtain proper approvals to pay.
- Prepare month-end journal entries.
- Prepare monthly account reconciliations for assigned GL accounts
- Prepare monthly bank reconciliations for assigned entities, including NMTC, BATOAH, GSAF and other assigned entities
- Prepare and issue periodic investor compliance reporting packages. This includes but is not limited to printing reports, typing cover letters, assembling the reporting packet and obtaining signatures.
- Research and resolve inquiries from vendors and internal customers, and/or escalate to the appropriate person for resolution.
- Perform research and analysis on payments and historical spending as requested.
- Prepare and process State, County and City property tax exemption claims and filings for various states, cities and counties.
- Assist with 1099 annual tax filling
- Help prepare audit schedules, and tax and regulatory reporting.

## **OTHER DUTIES**

- Ad hoc reports and inquires.
- Perform other duties as assigned.

## **SKILLS REQUIRED**

- Proficiency in G/L accounting software (Abila/MIP preferred), Word, Excel, Microsoft Outlook
- High attention to accuracy and details
- Ability to meet assigned deadlines
- Ability to review and self-check work for accuracy and completeness
- Strong financial and analytical skills
- Excellent communication skills, verbal and written
- Superior customer service skills
- Ability to work effectively under pressure and in a fast paced environment
- Ability to manage multiple projects, negotiate competing priorities and consistently meet deadlines
- Must be proactive and work independently
- Flexible and enthusiastic
- Ability to work cooperatively and interact professionally with people at all levels of the organization and external parties

## **EDUCATIONAL AND OTHER REQUIREMENTS:**

A Bachelor's Degree with a concentration in Accounting. A minimum of three years relevant work experience, (e.g. preparing journal entries, reconciling accounts, etc.). The position is demanding and requires self-motivation and a team approach to working with all Finance staff in managing the work of the department.