Low Income Investment Fund
Assistant Controller

Location:  San Francisco
Reports to:  Vice President of Finance and Corporate Controller ("Controller")
Exempt Classification:  Exempt
Status:  Regular, Full-Time

Apply Via:  careers@liifund.org

THE COMPANY

The Low Income Investment Fund ("LIIF” or “the Company”) is a non-profit community development financial institution, with headquarters in San Francisco and with offices in New York, Los Angeles, Washington, D.C and Atlanta. LIIF builds healthy communities by bridging the gap between private capital markets and low-income neighborhoods. LIIF is a steward for capital invested in affordable housing, early childhood education, fresh foods, education and other community initiatives.

POSITION SUMMARY

The Assistant Controller will work under the guidance of, and assist the Controller in, the preparation of the annual financial statements, and supervision of the preparation of LIIF’s tax returns. The role is the primary point of contact for the external auditors and tax consultants. The Assistant Controller is also responsible for maintaining the accounting records for the Company, its subsidiaries, funds and affiliates, and for the timely and accurate monthly close and preparation of financial statements.

The role will act as the deputy to the Controller. It is the incumbent’s responsibility to ensure that all financial statements are prepared in accordance with Generally Accepted Accounting Principles (GAAP) for a community development financial institution, and that they are delivered in a timely and quality manner. The Assistant Controller also will work closely with the EVP, Chief Financial Officer and the VP, Finance and Capital Strategies and will interface with LIIF’s Executive team as well as staff across the organization.

REPORTING RELATIONSHIP: This position reports to the Controller and will supervise the Manager of Corporate Accounting and two accountants.
ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage all annual external and internal financial statement audits for LIIF and all subsidiaries or affiliated entities, including all New Market Tax Credit (“NMTC”) entities which the Company manages.
- Prepare annual audited financial statements and related footnotes including prepared-by-client submissions and complete and accurate supporting documentation.
- Supervise the preparation of all tax returns for LIIF and all subsidiaries, funds and affiliated entities including client submissions, supporting schedules and other documentation.
- Maintain internal controls and a comprehensive set of accounting policies and procedures including accounting policy memorandum for specific transactions, new accounting guidance and certain programs as appropriate.
- Act as an administrator for certain accounting and treasury systems to ensure a high-quality control environment.
- Facilitate, coordinate and monitor monthly, quarterly and annual closing for multiple entities and funds.
- Oversee preparation and review of all accounting system journal entries including reviewing and posting certain accounting system journal entries, as appropriate.
- Ensure all account reconciliations are prepared and reviewed timely and that any accounting discrepancies are appropriately resolved.
- Develop and maintain appropriate operational controls, data documentation and troubleshooting procedures.
- Research new accounting guidance and ensure that the Company plans for and implements new standards and guidance in accordance with best practice.
- Manage the maintenance of the accounting system including the chart of accounts, allocation codes, distribution codes and security rights assigned to users.
- Oversee the proper review and documentation of all operating grants and ensure accounting is in accordance with the grant documentation and with GAAP.
- Assist the Controller in directing the activities of the accounting department functions.
- Identify and implement opportunities to automate and streamline accounting processes.
- Ensure appropriate management of the company’s expenses and other costs and make recommendations for cost savings and profitability improvement strategies.
- Participate in the training of finance department employees and, where appropriate, in the hiring of new employees.
- Evaluate performance of all direct reports in accordance with company policies.
- Participate in a wide variety of special projects as needed.
SKILLS AND ABILITIES REQUIRED

• Industry experience in financial services in particular within a Community Development Financial Institution, with a broad knowledge of GAAP is strongly preferred.
• Demonstrated effectiveness and skills in managing an accounting department and preparing for external audits as well as reporting. Proven ability to develop and implement processes, policies and procedures for these functions.
• Excellent leadership, collaboration and communication (verbal and written) skills with the ability to interface with and influence numerous constituencies.
• Strong project management and organizational skills.
• Ability to implement and maintain effective and robust software systems, models and other analytical tools to accomplish the required responsibilities and accountabilities.
• Demonstrated experience and ability to manage, train, develop and mentor staff within this function.

EDUCATION AND EXPERIENCE REQUIRED

Required knowledge and skills would typically be acquired through bachelors or master’s degree in accounting and 10+ years of accounting, auditing and other business operations experience. CPA designation is highly favored.

How to Apply:

If you are interested in applying to the Low Income Investment Fund, please mail or e-mail cover letter and resume to:

Low Income Investment Fund
Attn. Human Resources
50 California St., Suite 2900
San Francisco, CA 94111

E: careers@liifund.org

No phone calls or other LIIF email addresses please. Only candidates being considered for a position will be contacted.