



**Location: Remote**

**Reports to: VP, Finance/ Capital Strategies**

**Classification: Non-Exempt**

**Status: Regular, Full-Time**

### **Position Summary**

Reporting to the VP, Finance/ Capital Strategies, the Assistant Treasurer will provide support to debt/capital management and other treasury functions. The primary responsibilities are in the areas of wire transfer verification and release, bank account management, tracking and reporting on the debt portfolio, and review and analysis of investment portfolio performance. This role will maintain daily transaction records and produce regular financial reports in addition to ad hoc analyses, as needed. Under the supervision of the VP, Finance/ Capital Strategies, the incumbent will be responsible for technical analysis to determine present and future capital needs and will gather, analyze, prepare, and summarize recommendations for capitalization.

#### **1) Cash Management**

- a) Maintain adequate liquidity for daily operations and determine when to transfer cash between general operating, collections and money market accounts
- b) Verify wire transfer details and release wire transfers in Cashpro and other bank platforms as necessary
- c) Maintain bank account accesses for all accounts to ensure appropriate segregation of duties between treasury and accounting personnel in accordance with delegated authorities
- d) Download prior day transaction statement and ensure all transactions have been processed and monitor all movements of cash and verify and validate unusual transactions
- e) Make sure that all daily transaction files are stored consistently and that all necessary documentation is retained safely and digitally
- f) Work in collaboration with Director FP&A in the preparation of capital forecasting reports

#### **2) Debt Management**

- a) Maintain debt outstanding and undrawn availability in report format
- b) Calculate monthly cost of funds for each debt type
- c) Review reports and monitor impact note maintained by Sudrania
- d) Record Impact Notes interest expense reinvested as principal



- e) Maintain and record amortization of debt issuance costs related to bonds (BGP, Series 2019)
- f) Obtain interest rate reset information for variable rate debt/caps/swaps
- g) Determine need to drawdown/repay funds/ libor rolls and make recommendations to VP Finance to optimize cost of funds and debt duration
- h) Prepare request for drawdown/repayment of funds
- i) Maintain notice date spreadsheet
- j) Prepare in collaboration with Director FP&A quarterly financial compliance packages, monitor and analyze actual reported covenant levels
- k) Prepare monthly journal entries for notes payable principal and interest accruals for review and approval of Accounting Manager;
- l) Maintain Notes Payable Schedule and prepare all related payments of interest and principal
- m) Prepare quarterly Asset Liability management report

### **3) Investment Portfolio/FHLB Liquidity Management**

- a) Maintain and review monthly investment reports from investment advisor and produce monthly performance report/dashboard on Investment Portfolio
- b) Produce quarterly investment reports for LIIF's Finance Committee
- c) Manage securities held at the FHLB, shifting collateral to maximize liquidity capacity at FHLB
- d) Process redemption and purchase requests
- e) Prepare monthly journal entries for investments for review and approval of Accounting Manager

### **4) Other Tasks**

- a) Prepare quarterly portfolio summary report in support of compliance reporting
- b) Bank accounts- establish and maintain bank accounts as needed
- c) Due diligence support for ad hoc requests from LIIF's investors
- d) Serve as a liaison to lending and loan administration staff, tracking forecasted loan receivables fundings and repayments

### **SKILLS REQUIRED**

- 3-5 years experience in a Treasury role including managing treasury operations and credit facilities
- Prior experience in accounting and reporting for notes payable including covenant compliance
- High attention to accuracy and details
- Ability to meet assigned deadlines
- Ability to review and self-check work for accuracy and completeness



capital for healthy  
families & communities

- High degree of customer service
- Strong financial and analytical skills
- Excellent communication skills, verbal and written
- 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
- Ability to work cooperatively and interact professionally with all levels of employees

**How to Apply:**

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

Low Income Investment Fund  
Attn. Human Resources  
49 Stevenson Street, Suite 300  
San Francisco, CA 94105

E: [careers@liifund.org](mailto:careers@liifund.org)

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

**LIIF's Social Justice and Equity Statement**

*Social justice and equity are a lens, a value, a process and an outcome we seek to achieve. Achieving equity and justice requires an inclusive approach, empowering people, connecting with communities and transforming the systems that allocate power and resources in order to create communities where all people have equitable access to opportunity.*

*LIIF's mission is poverty alleviation. Our impact pathways and program strategies are guided by a North Star, which holds that all people, no matter the circumstances of their birth, should have a chance to contribute their full potential to our nation's well-being and to participate in our prosperity. We seek to use LIIF's resources, programs, partnerships and collective voice toward this end.*