LOW INCOME INVESTMENT FUND

FINANCE

CORPORATE FINANCE – SENIOR ACCOUNTANT

Location: San Francisco
Reports to: Accounting Manager
Exempt classification: Non-Exempt
Status: Regular, full time

POSITION SUMMARY

The Senior Accountant has primary responsibility for evaluating all contributions, grants and service contracts, and subsequently tracking the release of all restricted grants, review of monthly invoices for all LIIF contracts, providing quarterly reporting and compliance support when needed, assistance in budgeting program revenues and related activities.

REPORTING RELATIONSHIPS

The position reports to the Accounting Manager and will have frequent contact with the VP, Finance and Corporate Controller, Assistant Controller and other finance staffs. The position will also interact with other LIIF staff and outside parties.

MAJOR DUTIES AND RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

Contribution and Contracts
- Review all grant agreements to determine proper accounting treatment and revenue recognition
- Track and maintain grants receivable and prepare monthly reconciliations
- Calculate and prepare journal entry for monthly net asset release based on grant restrictions being met
- Develop a grant management process in Salesforce to implement database integration, track reporting and maintain documentation.
- Prepare internal grant summary reports
- Track restricted grant funds to ensure proper usage
- Assist program staff and finance with grant management
- Track actual grant program expenses vs approved budget amounts
- Maintain schedule of contributions that are categorized as agency transactions when LIIF doesn’t have variance power
- Maintain schedule of conditional contributions that are categorized as deferred contributions when LIIF has not met the conditions of the grant
- Communicate with program staff on grant spending progress and deadlines
- Work in conjunction with Development staff to prepare external grant reports
- Prepare monthly internal SPARCC funder reports for LIIF program staff
- Prepare internal reports on summary of grants by fund
- Reconcile all restricted net assets accounts
- Reconcile contribution revenue by fund

**Childcare and Billing**
- Prepare contract invoices for LIIF childcare services and grants.
- Track expenses against their respective budgets (e.g., CCSF, DC OSSE & Others)
- Prepare journal entries related to childcare invoices
- Prepare journal entries related to other billing
- Prepare journal entries related to the receipt of childcare billing
- Work with Finance and Childcare program officers in development of budgets
- Work with Childcare program officers to provide reporting of progress against budget
- Oversee and work in conjunction with childcare staff on audits initiated by contractors or grantors including annual San Francisco HSA audit
- Reconcile deferred childcare revenue funds

**General Finance**
- Prepare and maintain discount on loan receivable amortization table
- Record monthly revenue from discounts on loans receivable
- Prepare invoices for organizations for which we are fiscal agents (NCFN, Rail-volution)
- Record dues and other transactions to organizations for which we are fiscal agents
- Reconcile liability accounts related to organizations for which we are fiscal agents
- Prepare financial reports for organizations for which we are fiscal agents
- Perform accounting research and document conclusions based on such research
• Support the annual audit process
• Review monthly check log and add coding and descriptions to deposit list
• Analyze financial statements and resolve accounting discrepancies
• Support tax and regulatory reporting
• Prepare other reports as they are required

Other Functions
• Other duties as assigned.
• Back up for other accounting positions as needed.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED
• Proficiency in G/L accounting software (MIP Fund Accounting 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
• 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.
• Flexible and enthusiastic.
• Ability to work cooperatively and interact professionally with all levels of employees.

EDUCATIONAL AND OTHER REQUIREMENTS
Bachelor’s Degree in Business Administration with emphasis in Accounting is required. A CPA certificate and grant accounting experience are highly desirable. This position requires a minimum of five years’ work experience preparing journal entries, reconciling accounts, financial reporting and preferably direct experience with a not-for-profit or financial institution. 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. Individual will be committed to LIIF’s mission.
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

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.*