Position Summary

Reporting to the Chief Financial Officer, the Director of Treasury will manage LIIF’s lending relationships and treasury operations. Primary responsibilities include liquidity forecasting and management, lender and rating agency relationships, optimization of debt maturities and cost of funds, managing of the investment portfolio and ensuring the integrity of LIIF’s treasury activities.

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 third party cash management system and other bank platforms as necessary
   c) Maintain bank account access 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) Ensure all daily, weekly and monthly transaction files are stored consistently and that all necessary documentation is retained safely and digitally
   f) Work in collaboration with Director of FP&A in the preparation of capital forecasting reports

2) **Debt and Lender Relationship Management**
   a) Act as principal relationship manager for LIIF’s lending relationships
   b) Maintain debt outstanding and undrawn availability in report format
   c) Act as principal Finance relationship manager for Investor Note program and prospectus
   d) Act as principal contact with rating agencies in maintaining LIIF’s investment grade credit rating
e) Assess opportunities for diversification of corporate and funds access to borrowings to minimize funding risk, optimize cost of funds and ensure flexibility and scale of sources of funding
f) Obtain interest rate reset information for variable rate debt/caps/swaps
g) Determine need to drawdown/repay funds based on liquidity projections and make decisions on, and communicate recommendations to repay/draw to optimize cost of funds and debt duration
h) Prepare in collaboration with Director of FP&A quarterly financial compliance packages, monitor and analyze actual reported covenant levels and assess forecasts for impact on future covenant levels
i) Prepare monthly journal entries for notes payable principal and interest accruals for review by Corporate Accounting
j) Maintain Notes Payable Schedule and prepare all related payments of interest and principal
k) Prepare quarterly Asset Liability management report.

3) Investment Portfolio/FHLB Liquidity Management
   a) Maintain and review monthly investment reports from third party 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 where applicable
   e) Prepare monthly journal entries for investments for review and approval of Corporate Accounting.

4) Other Tasks
   a) Bank accounts- establish and maintain bank accounts as needed
   b) Due diligence support for ad hoc requests from LIIF’s lenders
   c) Serve as a liaison to lending and loan administration staff, tracking forecast loan receivables fundings and repayments
   d) Assess opportunities for Treasury systems enhancements in particular in automating LIIF’s payment systems and integrating with LIIF’s grant management systems.

SKILLS REQUIRED

- 10+ years of experience in a Treasury role including managing treasury operations and bank lender relationships and credit facilities
- 10+ years of experience in Liquidity and Capital forecasting
Experience acting as principal contact with rating agencies preferred
Prior experience in accounting and reporting for notes payable including covenant compliance preferred
Experience with developing Treasury technology solutions to optimize operating efficiency and data integrity preferred
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
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

No phone calls or other LIIF email addresses please.

Only candidates being considered for a position will be contacted.