POSITION:  Financial Analyst (FA) – Financial, Planning & Analysis (FP&A)

Location:  San Francisco
Reports to:  Director of Financial Planning and Analysis
Exempt classification:  Non-Exempt
Status:  Regular, Full-Time

Position Summary
Reporting to the Director of Financial Planning and Analysis, the FA will be focused on providing financial support to the corporate finance team and related functions. The primary responsibilities are in the areas of expense analysis, budget and forecast preparation as well as variance analysis and reporting, cash flow and liquidity analysis and reporting, and contract/ grant analysis. This role will maintain and produce regular financial reports in addition to ad hoc analyses, as needed. The FA will collaborate with the Accounting function and be responsible for technical analysis to determine present and future financial performance and will gather, analyze, prepare, and summarize recommendations for financial plans, trended future requirements and operating forecasts.

About LIIF
The Low Income Investment Fund is a national non-profit community development financial institution, with headquarters in San Francisco and offices in Atlanta, Los Angeles, New York and Washington D.C. 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, childcare, education and other community initiatives.

Essential Functions:

1.  Financial Analysis:

   - Assists with the preparation of the annual budget, monthly and quarterly reporting including substantive variance analysis.
   - Provides analytical support in the development and execution of annual business plans and budgets across several Operations teams.
   - Complete quarterly covenant calculations for compliance reporting.
Assists in providing information and reports from results for presentations and communication needs.

Assist with monthly capital and business forecast.

Assists in responding to ad hoc and routine requests to meet the information requirements of senior leaders and external stakeholders and organizations for critical financial or operational decisions.

Actively supports team member of the corporate finance department providing excellent internal and external customer service.

2. **Grant Management Support:**
   - Assist the program staff and FP&A Director in long-range of pre- and post-award financial planning and forecasting.
   - Monthly download of general ledgers and collaborate with grant accountant and grant staff to update projections.
   - Review the billing/ GL charges with expenses submitted by grant staff and ensure all expenses are recorded timely and in accordance with the grant agreements.
   - Assist in grants and contracts revenue/ expenses gap analysis in addition to highlight ways to maximize grant revenue/ expense coverage ratio.
   - Review budget allocations and expenditures to ensure adherence to contractual requirements.

**Requirements**

- Bachelor’s Degree in Business Administration with emphasis in Accounting or Finance; or 3-5 years relevant work experience. Prior financial services experience a plus.
- Excellent Excel and database skills including pivot tables, vlookups, macros, etc.
- Experience with financial planning software such as Adaptive
- Strong ability to write and communicate effectively.
- Flexibility to adapt to a rapidly changing environment.
- Ability to manage multiple responsibilities and set priorities.
- Commitment to maintaining ongoing professional development and educational standards.

Individual must be committed to LIIF’s mission.
HOW TO APPLY:
Forward cover letter with resume to:
Human Resources
Low Income Investment Fund
49 Stevenson Street, Suite 300
San Francisco, CA 94111
Or
Email: careers@liifund.org
Or
Fax: 415-772-9095

LIIF is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, gender identity/reassignment or expression, sexual orientation, age, national origin, pregnancy, disability, genetic information, marital status, or protected veteran status.