



capital for healthy  
families & communities

## **Low Income Investment Fund Portfolio Accountant- Loan Portfolio**

**Location:** San Francisco  
**Reports to:** Director of Portfolio Accounting  
**Exempt classification:** Non-Exempt  
**Status:** Regular, full time

### **THE COMPANY:**

The Low Income Investment Fund is a non-profit community development financial institution, that mobilizes capital and partners to achieve opportunity, equity and well-being for people and communities. LIIF innovates financial solutions that center racial equity to create more equitable outcomes for all by building and preserving affordable homes, quality educational opportunities from early childhood through higher education, health clinics, healthy food retail and community facilities. In this way, LIIF provides a bridge between private capital markets and communities. LIIF's headquarters is in San Francisco and has offices in Los Angeles, New York, Atlanta, and Washington D.C.

### **POSITION SUMMARY:**

The Portfolio Accountant position is responsible, under guidance, in coordination and conjunction with the Director of Loan Portfolio's position for the daily operation of LIIF's managed funds and its related parties or managed entities. This position provides analysis of prospective new funds and entities, loan agreements, forecasts and structures and provides key initial deliverables for the month-end closing process and year-end audits.

### **REPORTING RELATIONSHIPS**

The position reports to the Director of Loan Portfolio but works closely with the corporate finance and the lending department. This position also interacts with other LIIF staff and outside parties.

### **ESSENTIAL FUNCTIONS:**

#### **Loans Receivable**

- Maintain the loans receivables subsidiary ledger and database for LIIF and all its managed funds and entities.
- Record interest and related fee cash receipts into the subsidiary ledger and database as assigned.



- Process and record all loan advances (and other receivables) into the subsidiary ledger and database as assigned.
- Prepare monthly journal entries and reconciliations.
- Prepare borrower billing statements as needed.
- Process payments due to/from funding partners (participations/investors)
- Track, maintain and verify balances and payments due to/from, answer inquiries and resolve disputes with funding partners.
- Act as liaison for the Finance department to Lending staff for all existing, past, or pending, loans receivable acts as point of contact
- Enter and verify all modifications, extensions, or other changes to the subsidiary ledger and loan database.
- Track, monitor, and maintain contra accounts for loans on Non-Accrual status
- Record changes in loans loss reserve ratings and percentages in the subsidiary ledger and loan database
- Record changes to the loan loss reserve to the general ledger
- Track, monitor, and maintain all cash deposits made to LIIF or its related or managing entities.
- Prepare reconciliations of all loan's receivable balance sheet items: Principal, Interest, Fees, Review or provide payoff demand amounts
- Prepare audit requests received from borrower.
- Prepare requisites audit schedules.

### **Cash Management**

- Monitors all receipts to all LIIF owned or managed bank accounts.
- Transfers or causes to transfer all cash credits (incoming) to their correct accounts as specified by loan/fund agreement/grant/contract receipts/expected payments.
- Monitors all non-payroll related and non-accounts payable cash debits (outgoing) from all LIIF owned or managed accounts.
- Assist in establishing new escrow sub accounts as needed.
- Monitor escrow accounts for all activity and ensure no tax withholding is occurring.
- Prepare monthly escrow deposit notices and notify BofA of withdraws.
- Prepare the monthly journal entry and reconciliations for cash accounts.

### **New Markets Tax Credits (NMTC) Administration**

- Transfer or cause to transfer distributions, dividends, fee payments or reimbursement, interest payable payment, and selected borrower payments as instructed by Senior Accountant.



- Records/Prepares cash transactions, generally, borrower interest and fee payments, distributions/dividends, interest payable journal entry
- Assist in borrower billing statements (interest or other receivables)

#### **General Finance**

- Prepares and assists with month-end journal entries and reconciliations.
- Actively works with Directory of Loan Portfolio on system efficiencies and enhancements as needed.
- Assist Director of Loan Portfolio with upgrading loan database to a newer version as needed.
- Provides support as a finance team member as requested or observed to facilitate, improve, or protect LIIF's interests.

#### **Other Functions:**

- Other duties as assigned.

#### **KNOWLEDGE, SKILLS, ABILITIES REQUIRED**

The position requires (1) proficiency in General Ledger accounting software (MIP preferred), Word, Excel, Microsoft Outlook; familiarity with other databases a plus; (2) strong analytical skills; (3) accuracy, attention to detail and ability to meet deadlines; (4) excellent communication skills, verbal and written; (5) ability to work under pressure and in a fast-paced environment; (6) ability to manage multiple projects; negotiate competing priorities (7) at least five years of related accounting experience.

#### **EDUCATION AND OTHER REQUIREMENTS**

A bachelor's degree in accounting or equivalent experience is required. The position is demanding and requires self-motivation, an attention to detail and a team approach to working with all Finance and Lending staff in managing the work of the department and frequent contact with funding partners and outside parties. Direct experience with loans receivable, cash receipts processing, general ledger and fund accounting is preferred. Prior experience working in a Community Development Financial Institution is a strong advantage.



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**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

Via: 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, an EOE (Equal Opportunity Employer), believes that diversity  
ensures excellence. All qualified applicants will receive consideration  
for employment without regard to race, color, religion, sexual  
orientation, gender, or national origin.*