



capital for healthy
families & communities

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

Location: San Francisco/New York

Reports to: Director of Financial Planning and Analysis

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

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.

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 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/ general ledger 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 highlighting 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.
- Ability to understand a problem at hand. Candidate must be able to propose solutions and recommendations.
- Demonstrated detail orientation. Ability to recommend an effective solution path. Individuals with sense of curiosity that accelerates the learning process.
- Experience with financial planning software such as Adaptive Planning a plus.
- Experience with non-profit accounting software such as MIP a plus.
- Strong ability to write and communicate effectively.



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- 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 94105

Via Email: careers@liifund.org

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.