



capital for healthy
families & communities

LOW INCOME INVESTMENT FUND

FINANCE

STAFF ACCOUNTANT – CONTRACTS AND BILLING

Location: San Francisco

Reports to: Accounting Manager

Exempt classification: Non-Exempt

Status: Regular, full time

THE COMPANY:

The Low Income Investment Fund (LIIF) 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 there are additional offices in Los Angeles, New York, Atlanta, and Washington D.C. More on LIIF can be found at liifund.org.

POSITION SUMMARY:

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

REPORTING RELATIONSHIP:

The position reports to the Accounting Manager and will have frequent contact with the Early Child Care and Education Staff, VP, Finance and Corporate Controller, Assistant Controller and other finance staff. Significant coordination and collaboration will take place with the Senior Accountant. The position will also interact with other LIIF staff and outside parties.



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MAJOR DUTIES AND RESPONSIBILITIES:

Childcare and Billing:

- Review all contracts and grant agreements to determine proper accounting treatment and revenue recognition. Document accounting treatment on grant/contract summary form.
- Track and monitor program expenses against the budget.
- Track and calculate monthly revenue recognition based on completion of tasks and associated value in the contract.
- Prepare monthly contract invoices including all backup documentation for LIIF childcare services and grants
- Track grant and contract revenue and expenses against their respective budgets
- Reconcile cash, receivable and revenue accounts related to billings and contracts
- Communicate with program staff on grant spending progress and deadlines
- Collaborate with program staff to produce financial reports for contract funders or for organizations for which we are fiscal agents
- Participate in New Vendor Onboarding process
- Prepare journal entries related to invoices and other billing
- Oversee and work in conjunction with childcare staff on audits initiated by contractors or grantors including annual audit

General Finance:

- Maintain account reconciliations and perform accounting research and document conclusions based on such research
- Support the annual audit process
- 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



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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. Billing and Grant accounting experience are highly desirable. This position requires a minimum of three 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.



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HOW TO APPLY:

Via our recruitment portal:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=cb73ca7c-d700-429b-a6ab-bf50165187ec&ccId=19000101_000001&lang=en_US

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. Candidates of diverse background and with diverse experience are strongly encouraged to apply for this position.

Notice to Third Party Recruitment Agencies:

Please note that Low Income Investment Fund does not accept unsolicited resumes from recruiters or employment agencies. In the absence of an executed Recruitment Services Agreement, there will be no obligation to any referral compensation or recruiter fee.

In the event a recruiter or agency submits a resume or candidate without an agreement Low Income Investment Fund shall explicitly reserve the right to pursue and hire those candidate(s) without any financial obligation to the recruiter or agency. Any unsolicited resumes, including those submitted to hiring managers, shall be deemed the property of Low Income Investment Fund.

We do not accept unsolicited phone calls.