



capital for healthy
families & communities

LOW INCOME INVESTMENT FUND

PROJECT MANAGER, ACCOUNTING SYSTEMS & STRATEGY

Location: New York Office

Reports to: Executive Vice President & Chief Financial Officer

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. More on LIIF can be found at liifund.org

POSITION SUMMARY:

The Project Manager, Accounting Systems & Strategy will work closely with our Chief Financial Officer and finance team leads, providing leadership and support on complex projects, build-out of policies and procedures, system automation and optimization, workflow and process improvements, research, training and change management.

This position will support the finance team with all ad-hoc projects and serve as a liaison with internal and external stakeholders.

MAJOR RESPONSIBILITIES:

Key responsibilities of this position include but are not limited to:

Project Management:

- Lead, design, plan, coordinate, manage, monitor, and provide input into project planning activities, including division of responsibilities, time and effort



- estimates, stakeholder mapping, and identification of constraints and dependencies
- Draft project reports with timelines and outcomes
 - With the CFO, develop detailed project plans in conjunction with relevant stakeholders
 - Ensure realistic time frames, review points, resource requirements and budget reviews will be incorporated in all plans and progress against these incorporated into appropriate reporting processes.
 - Liaise and coordinate with team members to make sure projects and deliverables are on track to be delivered on deadline; communicate progress and updates
 - Define and leverage project management best practices, tools, templates and standards, resulting in projects being delivered on time, on budget, and on target
 - Manage the timeline, activities, and completion of ad-hoc project requests, balancing priorities across various LIIF stakeholders and teams
 - Hold teams accountable. Assist with ensuring project team members have clearly defined deliverables and are held accountable on the effective delivery.
 - Risks and issues that may affect the successful delivery of a project are effectively managed at an early stage and reported to the CFO with suitable solutions identified.
 - Support with the deployment and maintenance strategy for rolled-out projects
 - Identified projects are effectively managed and result in the successful delivery of the agreed outcomes to agreed scope, schedule, budget, and quality.

Process Improvement and Analysis and Reporting:

- Streamline financial and accounting processes, implement best practices, and increase efficiencies across the finance department
- Lead, review, and map processes, identify opportunities for process improvements, develop recommendations, and design and implement solutions that drive operational efficiency
- Recommend changes, conduct research, perform analysis, and proactively propose new products/services and best practices, and implement them where appropriate in finance department
- Identify and specify significant process and system automation and optimization in finance workflows. Lead and implement recommended changes.
- Conduct quantitative and qualitative data analysis, identifying trends, producing reports, and mapping processes; provide insights based on data analytics and compile them for presentation for various stakeholders



System:

- Maintenance of Fiscal System Inventory and functionality report. Maintain usage report and monitor demand for licenses across the organization.
- Deployment of major changes through sandbox and establish relationship with Account managers with each finance system
- Testing and review of Releases to propose changes in systems for efficiency
- Lead implementation of new systems or upgrades of existing systems and liaison with internal and external stakeholders. Identify risks and create mitigation plan to reduce or avoid risk. Design process of migration of data and collaborate with IT department for data governance.
- Create training materials with videos for new staff members
- Create and maintain hub with all required information regarding systems and functionality

Strategy:

- Lead reviews and recommendation of fiscal team strategy and prioritization in relation to Org wide strategic plan
- Monitor progress against Org wide strategic plan and identify pathways for success. Support the implementation of the strategic plan and its objectives.
- Identify and select (through RFP) strategic partners for improving workflow and automations in fiscal operations
- Lead RFPs in Finance Department
- Monitor and oversee partners for project and hold them accountable with strict milestone and deliverables
- Define timeline and conflicts with all stakeholders.

Change Management & Communication Support:

- Research and provide change management tools and techniques
- Communicate and liaise with stakeholders and project teams
- Draft and distribute change communications and processes for Finance Team
- Visualization and preparation of presentations for strategic meetings
- Effective relationships are established with internal and where required external stakeholders involved in the specific program or project.



Team Support and Special Projects:

- Lead or support initiatives that improve the efficiency, effectiveness, and transparency of the finance department, including some related to strategic planning
- Identify gaps in capacity and provide insights regarding project deadlines and timelines
- Support finance units when there are gaps in capacity
- Support finance department during audits, serving as a project manager and liaison with auditors
- Lead the onboarding and training of new finance team members as needed
- Support CFO with special projects as needed

POSITION QUALIFICATIONS:

Education and Experience:

- 3+ years of experience in various finance functions and hands-on experience with job rotation and collaboration with various stakeholders.
- Bachelor's Degree in Finance, Economics or Business. Minor/Associate degree in Computer science preferred. Project management certification preferred (or willing to be certified in 1 year after joining this position)
- Experience project managing initiatives that involve motivating, coordinating, and collaborating with geographically dispersed and diverse teams; demonstrated ability to collaborate across all levels and functions
- Advanced knowledge of Microsoft Word, Excel and PowerPoint, Intacct, Salesforce, Expensify, and various accounting software.
- Experience with building websites is optional but preferred
- A high standard of written and verbal communication
- Strong stakeholder relationship management, facilitation, and networking skills with the ability to synthesize and analyze evidence and feedback from a wide range of sources.



Competencies:

- You have a commitment to LIIF's mission and have achieved success within fast-paced, growing, and results-oriented nonprofit environments.
- You're highly organized and detail-oriented with the ability to prioritize between conflicting demands and the flexibility to meet unpredictable demands
- You're a creative problem-solver with the ability to develop solutions to problems as they arise and the judgment to know when to enlist the help of colleagues
- You communicate effectively, technically, and non-technically, across all levels of employees, with strong executive presentation skills
- Customer service and relationship management are cornerstones of your workstyle; you can work independently and as part of a team
- You're a thoughtful steward of resources that invest in and drive organizational progress
- Ability to think laterally and develop innovative solutions
- Proven experience in leading, influencing and building credibility across a range of internal and external stakeholders.
- You have excellent analytical (business, technical, financial), strategic planning and project execution skills, and you take initiative to identify challenges and solutions
- Maintaining a positive overall attitude in the workplace as assessed by your peers and CFO
- Taking part in training opportunities provided by LIIF with an open mind, as assessed by pre and post training meetings with the CFO
- Showing a strong team commitment, and mission driven
- You are actively involved in decision making process when the opportunity is made available
- You give and receive honest and open feedback as and when required, aiming to constructively deal with all issues, as assessed by regular feedback meetings with the CFO



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HOW TO APPLY:

Please apply with Resume and Cover Letter 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

via email: careers@liifund.org

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. 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.