



LOCAL INITIATIVES SUPPORT CORPORATION

Position Announcement

Senior Government Financial Analyst

Local Initiatives Support Corporation (LISC) seeks a Senior Government Financial Analyst for its Grants and Contracts Management Department. The position is based in New York. Some travel is required. LISC currently has a government grants portfolio in excess of \$70 million and anticipates growth in that portfolio as a result applications that are pending for additional local and federal funds. The Grants and Contracts Management Department is responsible for ensuring that these contracts are administered properly, and oversees compliance, financial analysis and program planning/reporting. The Department is responsible for providing extensive technical assistance to LISC field offices that manage government funds.

About LISC (www.lisc.org)

Local Initiatives Support Corporation (LISC), widely recognized as the nation's premier community development intermediary, has a 30 year history of investing in community-based organizations focused on the comprehensive redevelopment of urban neighborhoods and rural communities. LISC works throughout the nation to assist its various partners in the development of real estate projects—affordable multi-family and senior housing; homeownership opportunities; commercial enterprises; childcare, educational, arts and other community facilities—as well as various community-building programs. LISC works with its partners to make communities good places to work, do business and raise children.

Principal Areas of Responsibility for the Analyst will include:

- ◆ Preparation of spending analysis for each contract; detailed financial analyses, including special reports for senior management on status of government and private grants and contracts; along with specialized reports for funders and management; and preparation of Financial Status Reports, including report reconciliation with Accounts Payable.
- ◆ Review and approval of program action requests that use government funds including analysis of funding availability and compliance with specific contract requirements and applicable OMB regulations. Review documentation and approve all disbursement requests.
- ◆ Provide specialized financial management technical assistance and problem solving support to LISC field offices and national programs to ensure that spending is in compliance with requirements for Federal, State and Local Government Contracts.
- ◆ Conduct compliance site visits to LISC sites and their sub-grantees as necessary; Develop and conduct training for field office staff about effective management of government contracts.
- ◆ Collect and track information regarding match requirements for government contracts, including eligible LISC privately-funded actions and sub-grantee match.
- ◆ Assist with budget development for new contracts

Qualifications and Skills:

- Bachelor's degree required; Master's degree in a relevant field strongly preferred.
- Superior organizational skills coupled with extraordinary project management experience and skills.
- Five (5) years demonstrated experience in the preparation/submission of Federal Financial Status Reports.
- Excellent financial/analytic skills and experience; especially federal grant administration.
- Solid understanding of nonprofit accounting, and knowledge of federal government contract regulations, including OMB Circulars/Code of Federal Regulations.
- Creative independent thinker with ability to work alone or with a team. Ability to collaborate effectively with a wide range of public and nonprofit partners and excellent communication skills are a must
- Excellent computer skills, particularly Microsoft Excel.

For consideration, please forward a cover letter and resume to:

Maggie Slane, Vice President, Grants and Contracts Management
LISC

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