



Local Initiatives Support Corporation (LISC) seeks qualified candidates for an Assistant Treasurer position in its Finance Department.

Background

The Local Initiatives Support Corporation (LISC) is dedicated to helping community residents transform distressed neighborhoods into healthy and sustainable communities of choice and opportunity — good places to work, do business and raise children.

LISC mobilizes corporate, government and philanthropic support to provide local community development organizations with loans, grants and equity investments; local, statewide and national policy support; and technical and management assistance. Facilities funded by LISC include rental and for-sale housing; community facilities, such as charter schools and child care facilities; and community economic development, including supermarkets, office space, and retail projects.

Background

The Assistant Treasurer position is a high visibility opportunity in the Finance Department at National LISC. The Assistant Treasurer will report to the Treasurer and must be able to interact with LISC's senior management, including the President, CFO, COO and Senior VP of Lending and members of LISC's national Board of Directors, including many senior and highly accomplished members of the Wall Street community.

We seek an accomplished finance professional with a demonstrated commitment to the not-for profit sector, excellent communications skills both written and verbal, exceptional interpersonal skills and the ability to work with individuals with a wide range of cultural and educational backgrounds. In this critical role, you will be looked to as a strong leader and key contributor to the development and implementation of the financial policies of one of the leading national financial intermediaries in community development.

Specific Responsibilities

In conjunction with the Treasurer, the Assistant Treasurer will:

- Manage Investment Portfolios of Over \$130 million
 - Prepare monthly reports for senior management
 - Produce quarterly reports for LISC's Board of Directors
 - Provide ad hoc reports for LISC's Investment Committee
 - Process redemption and purchase requests
 - Evaluate investment opportunities
- Manage a Debt Portfolio of Over \$240 million
 - Review monthly reports for senior management
 - Provide quarterly reports for LISC's Board of Directors
 - Review legal documentation and debt service schedules



- Prepare drawdown and prepayment analyses as required
- **Oversee Daily Cash Management Requirements and Transaction Processing**
 - Ensure adequate cash balances for daily operations
 - Review and release wire transfer and ACH transactions
 - Evaluate cost and services of current provider's and competitors' cash management portals
- **Oversee Systems and Collection and Storage of Transaction Data**
 - Make sure that files are correctly maintained and that all necessary documentation is retained.

Qualifications and Skills

- Bachelors Degree required with Masters Degree in finance, business administration public administration or similar field preferred;
- Prior work related experience in investment management;
- Sound financial and analytical skills, excellent judgment, and a strong operational focus;
- Outstanding written and verbal communication skills with the ability to present ideas succinctly and in a compelling fashion;
- Ability to read complex legal documents relating to investments and derivative products;
- Creative and decisive professional with a self starting orientation and a roll up the sleeves attitude who knows how to balance tactical and strategic issues;
- Ability to prioritize and handle multiple tasks
- Strong computer skills, highly proficient use of Microsoft Excel spreadsheets;
- Excellent interpersonal skills and a team-player;
- High ethical standards and an appropriate professional image.

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

Janet Ozarchuk
Treasurer
Local Initiatives Support Corporation
501 Seventh Avenue, 7th floor
New York, NY 10018
jozarchuk@lisc.org

**LISC IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO
DIVERSITY AND INCLUSION**