

## **Position Opening Fiscal Coordinator**

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Community Weatherization Partners, LLC (CWP), an entity formed by the Local Initiatives Support Corporation (LISC) and Enterprise Community Partners, seeks a professional to fill the position of Fiscal Coordinator.

New York State Division of Housing and Community Renewal (DHCR) has awarded LISC and Enterprise, through CWP, a \$15 million contract as a temporary subgrantee to weatherize over 2,100 units of low-income multifamily housing throughout New York City. LISC and Enterprise have partnered with NYC Department of Housing Preservation and Development (HPD) to implement our program.

The Fiscal Coordinator will be managed by the Weatherization Director, with oversight by LISC's accounting department. The Fiscal Coordinator will be an employee of LISC. This is an 18-month position under the DHCR contract, funded by American Recovery and Reinvestment Act stimulus funds. The term of employment is for the length of the contract, including post-audit period.

### **Responsibilities:**

- Monitor and verify, at the project level, expenditures and production throughout the program year and make adjustments necessary to complete production goal and fully expend program year allocation
  - Manage all individual budget line items
  - Manage and track individual consultant contract budgets
- Make an assessment of the expenditures and production at mid-point of each program year and again 90 days prior to the end date of the program year
- Prepare monthly CWP payment requests to DHCR per WAP guidelines
  - Includes payment requests from Enterprise
  - Payment requests from consultants
  - Payment requests from General Contractors
- Consult with DHCR Field and Fiscal Representatives on any budget modifications
- Recommend and submit budget adjustments to the budget categories that are in excess of 10% or additions in personnel
- Setup CWP structure on QuickBooks based on WAP and audit reporting requirements
- Post debit and credits in QuickBooks related to CWP
- Manage CWP bank accounts
- Create CWP financial statements
- Reconcile the general ledger and bank accounts on a monthly basis
- Manage HOME funds
  - Manage separate account and disbursement of project funds
  - Prepare HOME reports to HPD
- Manage disbursements of owner's match from LIHTC project reserves
- Track leveraged funds
- Track interest on ARRA funds for repayment to DOE
- Maintain source documentation for purchases of any items charged against WAP budget
- Coordination of data and financial records with Enterprise & HPD.

- Participate/coordinate Fiscal Field Review Visits and audits to review the accounting system and source documentation, and to verify costs claimed
- Complete financial reporting as it relates to the closeout of the contract
- Bridge activity between CWSR database and the accounting records for WAP program

**Qualifications**

- Bachelor's degree in accounting required.
- Minimum three years of work related experience in accounting, budgeting and fiscal management.
- Knowledge of accounting for government contracts.
- Direct knowledge of Quickbooks and experience setting up financial accounting systems in Quickbooks.
- Sound financial and analytical skills, excellent judgment, and strong operational focus.
- Outstanding written and verbal communication skills with the ability to present ideas succinctly and in a compelling fashion.
- Ability to prioritize and handle multiple tasks
- Strong computer skills, highly proficient use of Excel spreadsheets.

**Please send cover letter and resume via e-mail to:  
CWP, LLC  
resumes@lisc.org**

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