



*We help build and sustain vibrant neighborhoods in underserved communities throughout Washington.*

*in partnership with LISC*

## **Senior Accounting Clerk**

Impact Capital is a non-profit Community Development Financial Institution (CDFI) focused on comprehensive community development efforts. Impact Capital works with community organizations, local governments, neighborhood partners, and local business, we facilitate neighborhood revitalization. We work in affiliation with the Local Support Initiative Corporation (LISC). Impact Capital was founded as the Puget Sound Office of LISC in 1982, and is the product of a merger between LISC, the Washington Community Development Loan Fund (WCDLF), and the Seattle Community Development Collaborative (SCDC) in 2000.

To date, Impact Capital has invested more than \$97 million in Washington State and leveraged more than \$2.2 billion in development, bringing \$23 to Washington communities for every \$1 invested by Impact Capital. Our programs and expertise have been put to the test in communities around the State and have proven to be successful in turning distressed neighborhoods into vibrant ones- where people are proud to live, work, and raise their families. While we have made excellent progress over the years, our work is more important now than ever. In these challenging times, with credit becoming more difficult to obtain, nonprofit organizations and communities need our unique lending tools to continue to meet the basic needs of Washington families. Visit: [www.impactcapital.org](http://www.impactcapital.org) for more information.

Impact Capital is seeking a full time senior accounting clerk to work in its Finance and Accounting Department. The salary range for this position is \$40,000 to \$42,000 per year.

### **POSITION DESCRIPTION:**

This position performs complex duties relating to the accounting and bookkeeping functions. A thorough knowledge of accounting principles is required. This employee will perform monthly reconciliations of bank accounts and investment statements; input entries into the general ledger and subsidiary accounts receivable and accounts payable modules; prepare and process cash receipts and cash disbursements including taxes, payroll and benefits; compile segments of monthly closings including allocation tables for indirect expense items and monthly accruals; and prepare departmental reports for managers. Investigate questionable entries and initiate corrective action. Maintain excel spreadsheets and/or database software which tracks program and

investment activities. Additionally, assists Controller with financial reporting, budgeting, year-end financial audit, and in the development of accounting policies and procedures.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

### **Knowledge of:**

- Fundamentals of accounting/bookkeeping principles and practices.
- Grant and fund accounting.
- Principles and practices of budgeting.
- Local, State and Federal tax reporting.
- Housing, community development or lending practices is preferred.

### **Ability to:**

- Perform a variety of detailed accounting, bookkeeping, and financial management duties.
- Maintain confidentiality of accounting and payroll information.
- Extract data and create reports from financial and accounting records.
- Operate IBM-compatible personal computer, including word processing and spreadsheet software applications.
- Operate specialized software applications that support the accounting function.
- Provide excellent customer service to both internal and external customers.
- Communicate effectively, orally and in writing.
- Organize work to meet deadlines and work independently.

## **QUALIFICATIONS:**

*A combination of the experience, education, and training listed below which provides an equivalent background to perform the work of this position.*

### **Experience:**

Applicant should have at least five years of experience performing general accounting/bookkeeping functions with at least three years of recent experience with a nonprofit agency. Experience with loan and grant servicing is preferred.

### **Education and Training:**

Two year degree in accounting.

To apply: send a cover letter and resume via email to Britney Boyer at:  
britney@impactcapital.org

**IMPACT CAPITAL IS AN EQUAL OPPORTUNITY EMPLOYER**