



## LOCAL INITIATIVES SUPPORT CORPORATION

**Position Title:** Accounting Manager  
**Reports To:** Deputy Controller  
**Job Classification:** Exempt / Full Time  
**Location:** New York, NY

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### THE ORGANIZATION:

#### What We Do

With residents and partners, LISC forges resilient and inclusive communities of opportunity across America – great places to live, work, visit, do business and raise families.

#### Strategies We Pursue

Strengthen existing alliances while building new collaborations to increase our impact on the progress of people and places.

Develop leadership and the capacity of partners to advance our work together

Equip talent in underinvested communities with the skills and credentials to compete successfully for quality income and wealth opportunities.

Invest in businesses, housing and other community infrastructure to catalyze economic, health, safety and educational mobility for individuals and communities.

Drive local, regional, and national policy and system changes that foster broadly shared prosperity and well-being.

Over the last 38 years, LISC and its affiliates have invested approximately \$20 billion in businesses, affordable housing, health, educational mobility, community and recreational facilities, public safety, employment and other projects that help to revitalize and stabilize underinvested communities. These investments have leveraged more than \$50 billion in development activity and helped families and communities raise their standards of living. LISC investments impact the lives of nearly 7 million Americans.

Headquartered in New York City, LISC's reach spans the country from East coast to West coast in 31 markets with offices extending from Buffalo to San Francisco. Our rural programs make an impact in 44 states, and are supported by LISC's talented and dedicated workforce. Visit us at [www.lisc.org](http://www.lisc.org)

LISC is currently seeking a candidate to take on the role of Accounting Manager. The position requires a highly motivated individual who is comfortable with multi-tasking and addressing competing priorities. The Accounting Manager position requires strong analytical skills, communication, and an understanding of US GAAP, and government contract regulations. The Accounting Manager is expected to supervise two staff accountants but also work extensively with the entire accounting team as well as other internal departments.

**Responsibilities**

- Manage day to day general accounting activities
- Coordinate internal and external government contract audit activities and reporting, including the federal single-audit
- Provide financial reports and analysis
- Keep abreast of government agency guidelines and contract deliverables/workplan/scope as it relates to fiscal management of contracts
- Ensure contract documents are filed timely and in an organized fashion and are easily accessible
- Perform contract budget and expense analysis; monitor grants and contract accounts to ensure that expenses are allowable, allocable and accurate
- Monitor contract receivables
- Assist in the review of contract proposals
- Perform all other duties as assigned

**Primary Qualifications:**

- Bachelor's degree from an accredited college or university in accounting
- Candidate must have at least 7 to 10 accounting experience in a non-profit setting
- Extensive experience in accounting for a wide range of federal and state contracts
- Knowledge of Single Audit guidelines and OMB circulars
- Familiarity with indirect cost rate calculations
- Excellent oral and written communication skills
- Successful management and supervisory skills are essential
- Proficiency in Excel and Word
- Working knowledge of NetSuite highly desirable

**Compensation:**

Compensation will be commensurate with experience and abilities. Excellent fringe benefits are also provided.

**Process:**

To apply, please send a cover letter and resume to:

Collette Williams, Deputy Controller  
Local Initiatives Support Corporation  
501 Seventh Avenue, 7<sup>th</sup> Floor  
New York, NY 10018  
Fax: 212-455-9874  
E-mail: [cwilliams2@lisc.org](mailto:cwilliams2@lisc.org)

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