



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

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 32 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.

Position

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 and communication skills, an understanding of US GAAP, and government contract regulations. The Accounting Manager is expected to supervise three 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
 - Review and approve staff reconciliation of general ledger accounts
 - Review and approve staff transactions in NetSuite
 - Reconcile general ledger balance sheet accounts
- Coordinate internal and external government contract audit activities and reporting, including the federal single-audit
- Coordinate with other business units and field offices on activities associated with financial management of contracts
- Support development and implementation of companywide policies and procedures on contract accounting and financial compliance
- Provide training and technical assistance to LISC staff on contract management and financial compliance related matters
- 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
- Review executed contracts for grant setup process in NetSuite
- 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

Primary Qualifications

- Candidate must have at least 7 years 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 Code of Federal Regulations (CFRs)
- Familiarity with indirect cost rate calculations
- Four-year degree in accounting

- 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

LISC offers a competitive salary and excellent benefits.

Process

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

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