



**Local Initiatives Support Corporation  
Position Description**

<b>Position Title:</b>	<b>Junior Accountant</b>
<b>Reports To:</b>	<b>Quality Control Manager</b>
<b>Job Classification:</b>	<b>Non-Exempt / Full Time</b>
<b>Location:</b>	<b>New York, NY</b>

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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**

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.

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

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

Over the last 39 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. 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. Visit us at [www.lisc.org](http://www.lisc.org).

**Position**

LISC is currently seeking a candidate to take on the role of Junior Accountant. This position will mainly handle the accounting function for various affiliated activities (e.g, LISC national disaster recovery efforts, various loan fund structures, etc.) and provide back-up support to LISC core activities. The position is located in New York and requires extensive communication with

program staff. This position requires strong analytical skills, communication, and an understanding of US GAAP.

### **Responsibilities**

- Review of requisitions and invoices
- Assist with financial statement preparations
- Reconcile intercompany balances and other general ledger accounts
- Prepare journal entries
- Bank reconciliation
- Process invoices for payment
- Prepare project costs report
- Prepare closeout procedures
- Review contracts

### **Primary Qualifications:**

- Bachelor's degree from an accredited college or university in Accounting
- Candidate must have at least 3 to 5 years accounting experience
- Analytical skills
- Able to meet deadlines and prioritize tasks
- Proficiency in Excel and Word
- Working knowledge of NetSuite highly desirable

### **Compensation:**

LISC offers a competitive salary and excellent fringe benefits.

### **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)

*We thank all applicants for their interest,  
however only those candidates selected for interviews will be contacted.*

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