



*investing in organizations
that build community*

JOB DESCRIPTION

Job Title: Senior Accounting Clerk
Reports To: Controller
Status: Non-exempt
Revision Date: August 17, 2010

ABOUT IMPACT CAPITAL:

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 for more information.

POSITION SUMMARY:

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.

Work is performed within established procedures; however, incumbents may exercise judgment related to proper handling of, and minor changes to, established procedures. Although the position may operate independently, the work is routine and repetitive with supervision or guidance readily available.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Other duties may be assigned as needed.

1. Responsible for maintaining agency's general ledger records. Posts, records, enters, maintains files and updates manual and/or automated accounting records. Oversees invoices for all accounts receivable.
2. Reviews, identifies, and resolves problems and discrepancies on accounting records or documents, including making appropriate general ledger adjustments.
3. Reconciles a variety of accounting records and time sheets for billable hours to be charged to contracts and grants. Processes semimonthly payroll and benefit payments. Produces all related payroll and benefit reports for Federal and State agencies.
4. Generates accounting and financial reports for external and internal uses, including tax reports, reports to funders, and helps provide financial reporting to the senior management and the board of directors.
5. Serves as one of agency's liaisons to external audit team providing information as requested.
6. Provides background information for budget preparation. Monitors expenditures as posted to the operating budget. Assists CPA and Controller in preparation of annual budget and projections.
7. Provides input to Controller regarding accounting policies and practices, controls, reporting formats, and accounting software. Provides technical assistance in implementing and maintaining various accounting software.
8. Maintains the fund balance for WCIF and CDLF loans. Assists in tracking grants, consultant contracts, and loan commitments. Answers questions from customers regarding account information or accounting and billing procedures.

KNOWLEDGE, SKILLS AND ABILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge,

skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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:

Minimum requirement a two year degree in accounting.

Licenses or Certificates:

Applicant must be bondable.

PHYSICAL DEMANDS / WORKING CONDITIONS:

The physical demands and characteristics of the work environment described here are representative of those occurring in the performance of the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to

20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

This position works in an office, and the noise level in the work environment is usually low to moderate.

While performing the duties of this job, the employee is occasionally exposed to toxic or caustic chemicals, i.e. copier toner.

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

IMPACT CAPITAL IS AN EQUAL OPPORTUNITY EMPLOYER

This position description generally describes the principle functions of the position and the level of knowledge and skills typically required. It does not constitute an employment agreement between the employer and employee, and it is subject to change as the needs of the employer and the requirements of the job change.