



# LEVITICUS FUND

*Faith Capital For Building Communities*

## **Staff Accountant** **Position Description** **July 2021**

### **Overview of the Leviticus Fund:**

Leviticus Fund is founded on the biblical verse of Leviticus 25:23 and its call for justice in the stewardship of economic resources. We provide predevelopment, acquisition, construction, bridge, mini-perm, multi-project loan facilities, and technical assistance, primarily to nonprofit organizations working in New York, New Jersey, Connecticut, and several surrounding states, including Massachusetts and Pennsylvania.

Our borrowers create and preserve affordable housing, including housing with supportive services for those with special needs; childcare and early learning centers; community health centers; charter public schools; nonprofit office and program delivery space; and community economic development projects, including those providing access to healthy food in underserved areas. All projects we support aim to improve communities and the lives of their low-income residents.

### **Position Summary:**

The Staff Accountant will have a broad range of financial and administrative responsibilities providing accounting and financial support to the Finance Director and the Executive Director. The position requires independent initiative, a highly organized approach, and effective communication skills and an ability to handle a range of tasks related to accounting and finance.

**Reports to:** Finance Director

**Status:** Full-Time

**Location:** Tarrytown, NY

The Staff Accountant will be responsible for a range of duties, including the following:

### **ADMINISTRATION**

- Organize arrangements for quarterly Board and committee meetings, including polling members for availability, distribution of meeting materials and food ordering.
- Record receipt of all grants and donations in Donation Logbook, Donation Master List and scan documents to appropriate subfolders.

### **FINANCE**

- Record, process and deposit checks received in incoming mail.
- Enter vendor invoices and cash receipts in accounting software.
- Maintain maturity schedule of investments and renewals.
- Generate monthly invoicing to borrowers.
- Record banking activity including interest earned, bank fees, ACH and wire activity.
- Export and import loan servicing information from TEA 10 to SAGE 300.

- Process interest payments to investors.
- Maintain TRNA ledger and release of restricted donations.
- Oversee credit card expense distribution and payment.
- Bank reconciliations.
- Perform monthly portfolio and balance sheet reconciliations.
- Coordinate quarterly and annual reporting to OFN and AERIS.
- Assist with annual audit.
- Act as backup for bi-monthly payroll processing.
- Other duties as assigned.

#### *Education*

- Minimum of a bachelor's degree in accounting, business, finance, public administration or a related field of study, is required.

#### *Work Experience*

- At least five years of experience working in a professional, office setting as a bookkeeper, junior accountant or general accountant preferred. Having worked for a nonprofit corporation, a bank, or a real estate development firm is a plus.

#### *Skills*

- A solid understanding of accounting principles
- Comfortable with accounting software and database management.
- Ability to independently track and carry out responsibilities, and independently meet deadlines.
- Excellent organizational skills, detail oriented the ability to multi-task.
- Pleasant nature with personable, cooperative attitude, a good sense of humor, and an ability to work with a variety of personalities in a team setting.
- Excellent interpersonal and verbal communication skills.
- Openness and flexibility to learn new skills and systems.
- Proficient in Microsoft Office software programs.

#### **Compensation:**

Leviticus offers a competitive salary, which will depend on the applicant's experience. Leviticus also offers an excellent benefits package that includes medical, dental, vision, nine paid holidays, 25 PTO days (increases after year 1), life insurance, and a 10% contribution to 403(b).

#### **How to Apply**

Please submit a letter of interest, resume, and salary requirements to [jrivera@leviticusfund.org](mailto:jrivera@leviticusfund.org). Only email submissions will be accepted, no telephone calls please.

#### **Equal Opportunity Employer**

The Leviticus Fund is an Equal Opportunity Employer and offers a competitive salary and good benefits. Leviticus is committed to building a culturally diverse staff and strongly encourages applications from female and minority candidates.