



LEVITICUS FUND

Faith Capital For Building Communities

Staff Accountant

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

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.

How to apply:

Submit your cover letter and resume to jrivera@leviticusfund.org. Only email submissions will be accepted, no telephone calls accepted.