

STAFF FUND ACCOUNTANT



NATIONAL EQUITY FUND, INC. is a leading non-profit syndicator of Low-Income Housing Tax Credits (LIHTC) with a mission to create and deliver innovative, collaborative financial solutions to expand the creation and preservation of affordable housing. We strive to be a diverse, equitable and inclusive place to work so that our team has the experience and knowledge to effectively support our partners and communities.

OVERVIEW

The Staff Fund Accountant will be responsible for obtaining a thorough understanding of department policies, procedures, and best practices and utilizing such while performing a variety of accounting functions in the areas of general ledger maintenance, quarterly and annual financial reporting, and overall year-end audit assistance.

[APPLY NOW](#)

ESSENTIAL DUTIES

- Work closely with the Investment Management Group gaining an understanding of each fund's investment model and the impact that fund activity has on investor returns; ensure that the Fund accounting group is providing Investment Management with timely accurate fund model updates and act as a third-party verifier of fund model information ensuring those fund models are updated and accurate.
- Record all assigned Fund cash activity on a daily basis
- Maintain accrual basis general ledger accounts for numerous stabilized Funds.
- Reconcile Fund's bank statements on a monthly basis investigating and resolving all reconciling items within deadlines.
- Completion of quarterly cash flow statements and monthly reconciliation of inter-company accounts within given deadlines.
- Prepare thorough work papers and financial statements consistent with department standards for quarterly reporting and annual, year-end audit reporting within given deadlines.
- Gain a thorough understanding of the year-end audit process and ensure that all assigned responsibilities are being effectively and efficiently executed. Effectively communicate and interact with outside auditors to meet required reporting deadlines.
- Perform reviews of and input lower-tier Fund financial data into SMT and consolidate financial data for funds responsible for.



THE IDEAL CANDIDATE

- Bachelor's degree in accounting.
- CPA designation preferred.
- Some knowledge of automated accounting systems and procedures.
- Proficient with Microsoft Word and Excel software programs.
- Ability to establish and maintain effective working relationships with supervisors, co-workers, and outside business professionals.
- Ability to produce accurate and timely information within defined deadlines.
- Possess excellent communication skills and the desire to learn, take on new projects and advance current skills.
- Ability to work in an evolving team-oriented environment.

ABOUT NATIONAL EQUITY FUND

National Equity Fund, Inc., is a leading nonprofit Low-Income Housing Tax Credit (LIHTC) syndicator and pioneer in affordable housing with a mission to create and deliver innovative, collaborative financial solutions to expand the creation and preservation of affordable housing. Through its diverse multi- and single-investor funds, NEF generates opportunities rooted in its vision that all individuals and families across the country have access to stable, safe, and affordable homes that provide a foundation for them to reach their full potential. Since being founded by the Local Initiatives Support Corporation (LISC) in 1987, NEF has invested more than \$18 billion, which represents 200,500 new affordable homes for individuals, families, and communities in need across the country. NEF is Chicago-based and has donated more than \$200 million in grants to support LISC's nationwide community development work. To learn more about NEF's impact, innovative financial solutions, and opportunities, visit www.nefinc.org.

We offer a competitive salary, along with a comprehensive benefits package.
NEF IS AN EQUAL OPPORTUNITY EMPLOYER

