



Job Description: Staff Accountant

About NIIF

NIIF is an innovative public-private partnership that provides powerful tools to deliver capital to benefit historically disinvested neighborhoods in Baltimore. The Fund is an independent 501(c)(3) organization working in alignment with the City to promote community development and enhance inclusive, equitable economic growth. Capitalized by a \$51.7 million loan from the City, NIIF is working to leverage additional support and investment from philanthropies, financial institutions, and mission investors. NIIF is a place-based fund with a defined set of Eligible Neighborhoods where it can deploy capital comprising approximately 65% of Baltimore City.

NIIF is committed to a diverse, equitable, and inclusive workplace. From an investment perspective, we seek to support diversity, equity, and inclusion within the neighborhoods, projects, and organizations that we support. Among other things, this includes investing in projects and organizations that:

- Serve diverse populations and segments of the City that have historically suffered from redlining and other forms of discrimination;
- Have significant minority and/or women leadership/ownership within the sponsoring organization;
- Create career opportunities for City residents with a focus on hiring residents from populations that have been historically-disenfranchised and/or have experienced systemic barriers to employment;
- Promote wealth building for historically disinvested communities.

The Staff Accountant will report to the Controller.

Duties and Responsibilities

The Staff Accountant is an integral member of professional and administrative support person(s) in the Finance Department. The Staff Accountant is responsible for the preparation and maintenance of financial records and reports of NIIF and the recording and reconciling all loan servicing activities of the NIIF loan portfolio.

- Processes accounts payable transactions- entry/import through payment, validates account distribution, payment support, and evidence of approval through the web-based Accounts Payable system and monthly through banking activity.
- Maintains employee payroll records through payroll service provider. Processes payroll through the payroll service provider and prepares reports for approval by Controller. Creates payroll entries for approval by Controller.
- Creates standard, and non-standard recurring and required month-end journal entries for review and approval by Controller, including investment activities, fixed assets, depreciation, expensing prepaid items, recognizing deferred revenue and other accruals, release of temporarily restricted net assets, etc.

- Performs monthly bank account reconciliations for all accounts, researching and clearing outstanding items within no more than 30 days.
- Ensures that loans are on-boarded correctly into the loan servicing solution as per loans closing worksheet. Ensures that any changes to loan terms are updated correctly in the loan servicing solution including updates to loan rating performed by Fund Manager.
- Ensures that all transactions recorded in the loan servicing solution are accurately recorded in the general ledger, including recording funding/payoff transactions, interest capitalizations, interest accrual, interest payments, changes to loan loss reserves, charge offs, and recoveries.
- Performs general ledger reconciliation, research variances, and make corrections to accounting solution as necessary.
- Reconciles all accounts and prepares financial statements, including Statement of Financial Position, Statement of Activities, Statement of Cash Flows, Revenue and Expenses – 12 month trailing, Budget vs Actual Reports with explanation of variances, Statement of Functional Expenses
- Ensures borrower ACH/wire account information is accurate and verified.
- Coordinates the setup and approval of ACH/wire for loan funding.
- Ensures incoming borrower remittances and wires to borrowers are performed accurately and timely.
- Daily logs loan principal and interest payments into the loan servicing solution.
- Generates periodic reports from the loan servicing solution on funds deployed, principal and interest remittances, monthly interest accrual, interest capitalization, delinquencies, etc.
- Produces invoices or interest statements based upon loan terms, provides calculations to Fund Manager and Controller for review and approval before invoices or statements are finalized and sent to borrowers.
- Produces payoff letters working with Fund Manager and Controller on intended principal repayment.
- Researches and resolves loan servicing issues in support of CLO, Controller, CFO, Fund Manager, and borrowers within scope of authority and expertise.
- Works with Controller, CFO, CLO, and Fund Manager to ensure timely and accurate loan servicing practices.
- Provides audit and single audit assistance- prepares schedules and reconciliations as requested, responds to inquiries from auditors as directed by Controller and CFO.
- Provides Form 990 assistance- assists in gathering information required for the preparation as directed by Controller and CFO.
- Prepares Form 1099-Misc and 1099-NEC for review by Controller and CFO, and files prior to the federal filing deadline.
- Perform additional duties as assigned by the Controller and CFO.

REQUIRED QUALIFICATIONS

- At least one (1) year of accounting/finance experience, ideally with a nonprofit or CDFI
- Basic accounting knowledge and experience with general ledger accounting systems (Sage Intacct preferred, Quickbooks)
- Knowledge of loan management, including documentation or experience working with loan funds and/or lending sector
- Demonstrated understanding or willingness to learn all critical IRS, CDFI, and nonprofit audit matters, GAAP rules, and state and federal regulations regarding nonprofit, grants management and CDFI-related matters
- Working knowledge with spreadsheets, word processing, and automated workflow (Google apps, Microsoft Office, AirTable, etc.)
- Attention to detail and appetite for researching and resolving issues
- Strong communications skills (verbal and written)
- Deals with confidential information and/or issues using discretion and judgment
- Willingness to hold up a transaction if critical documentation is missing
- Self-starter, able to complete tasks with limited supervision
- A self-motivated, hands-on, highly-resourceful individual able to thrive in a start-up environment
- Strong interpersonal skills and ability to work collaboratively with a diverse set of organizational stakeholders
- A two (2) year Accounting/Finance AA degree minimum, four (4) year BA/BS preferred

BENEFITS

- Benefits Package including health, dental, vision, STD, LTD, and GTL
- Fifteen (15) vacation days plus up to five (5) personal / sick leave days per year
- 401K Retirement Plan with Employer Match up to 3.5%

COMPENSATION

Salary and benefits are commensurate with experience: Salary range \$55-\$75K

CONTACT

Submit resume to Controller, Sammy Ndiyo: sammy@baltimoreniif.org. 240-565-8717

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