



# 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 Senior Fund Accountant will obtain a thorough understanding of department policies, procedures and best practices and utilize such while performing a variety of accounting functions in areas of general ledger maintenance, quarterly and annual financial reporting, and overall year-end audit assistance.

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## ESSENTIAL DUTIES

- Gain a thorough understanding of the Fund Accounting Department's function within the organization, the department's policies, procedures and best practices, and the reporting standards expected from the department for quarterly and annual financial reporting.
- Record all assigned Fund cash activity on daily basis.
- Maintain accrual basis general ledger accounts for numerous stabilized and non-stabilized Funds.
- Reconcile the Fund's bank statements on a monthly basis investigating and resolving all reconciling items within deadlines.
- Completion of quarterly cash flow statements and quarterly reconciliation of inter-company accounts within the given deadlines.
- Prepare thorough work papers and financial statements consistent with the department standards for quarterly reporting and annual, year-end audit reporting within the given deadlines.
- Gain a thorough understanding of the year-end audit process and ensure that all assigned responsibilities are being effectively and efficiently executed.
- Responsible for preparing the Fund-level supporting tax return information for outside auditors. Reconcile variances in the internal database between projected and actual tax losses and tax credit information consistent with the department standards for year-end reporting within given deadlines.
- Take on responsibility of and completion of special projects as assigned.

## 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 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, asset manager, 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 \$22.7 billion, which represents 231,500 new affordable homes for individuals, families, and communities in need across the country. NEF is Chicago-based and has donated more than \$220 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](http://www.nefinc.org).

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

