



Vice President, Financial Analysis

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 Vice President - Financial Analysis will assist the Managing Director (MD) – Financial Analysis in all facets of NEF’s year-end project reporting process, which involves managing a team that collects and analyzes all project-level tax returns and audits. Also responsible for managing a team that performs financial analysis of annual quarterly project financial statements in support of the asset management department. Will work very closely with Fund Accounting and Asset Management in performing these functions.

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ESSENTIAL DUTIES

- Lead a team of financial analysts and temporary staff responsible for all aspects of year-end reporting including collection and analysis of all project-level tax returns, audits, and related documentation in a manner that meets all required deadlines; provide bi-weekly updates to the MD – Financial Analysis on the progress and discuss delays and/or issues.
- Assist the MD – Financial Analysis in supervising the asset management rotational staff responsible for all aspects of year-end reporting to ensure deadlines are met; provide training to staff on the project-level audit and tax return reviews.
- Develop and/or enhance methods of providing quarterly project-level financial analysis to the asset management team in a manner that reduces preparation time for asset management, provides initial insight into project-level operations, and acts as a supporting function for the asset management team.
- Maintain a close working relationship and constant communication with the MD - Fund Accounting to support Fund Accounting in issuing annual audited financial statements and tax returns.
- Ensure a positive relationship with project-level General Partners and CPAs, communicating all deadlines, and requirements, and encouraging communication regarding any project-level accounting issues throughout the year.
- Assist the MD – Financial Analysis in identifying projects with special reporting requirements, such as audit waivers, mini-audits, cost certification delays or estimate model preparation; aid in the collection and review of said documents working closely with the Fund auditors and tax preparers to address delays and/or issues.
- Identify poor reporting General Partners and CPAs and work with the respective MD – Financial Analysis to develop remediation plans.
- Initiate annual performance review process with MD – Financial Analysis for staff and him/herself.
- Take on responsibility for and completion of special projects, as assigned.

THE IDEAL CANDIDATE

- Bachelor's degree in accounting, with a minimum of three years of public accounting experience and a minimum of five years of real estate experience, tax experience a plus.
- CPA designation required, MBA a plus.
- Proven successful management/supervisory skills, with a minimum of 3-4 years of management experience of at least 5 individuals.
- Experience in making and implementing strategic management decisions; extensive experience working with upper management.
- Proven ability to create and implement improvements to operational structure and efficiency.
- Proficiency in working with sophisticated spreadsheets and possess excellent writing and speaking skills.
- Capacity to lead an evolving, team-oriented environment and ability to effectively supervise, train, and mentor staff.
- Self-motivated with the ability to prioritize projects and determine which issues necessitate further involvement of upper management.

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.

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

