

Staff Accountant II

Neighborhood Finance Corporation



Neighborhood Finance Corporation (NFC) is a well-established non-profit organization with a team oriented work environment. We are celebrating our 28th Anniversary as a mortgage lender in Des Moines and Polk County. NFC opened a new office in Cedar Rapids October 1, 2018.

Our mission: NFC provides unique lending programs and other services to facilitate targeted neighborhood revitalization through partnerships with residents, governments, community based organizations and the business community.

NFC is seeking a qualified Staff Accountant II to join our team. The ideal candidate should have the ability to perform a broad range of accounting and clerical functions with lead responsibilities for accounting records in a small office and accounting department of a nonprofit mortgage bank.

Summary: At the direction of the Vice President Finance & Administration, this position is responsibilities are:

- Process all accounting checks and journal entries in a mortgage loan transaction.
- Assign transaction codes to documents.
- Ensuring documents being processed are included in the appropriate accounting period.
- Analyze and verify internal consistency, completeness, and arithmetic accuracy of account documents, investigate questionable data, and makes adjustments.
- Responsible for posting and maintaining a series of accounts.
- Work requires a thorough knowledge of bookkeeping principles and the use of independent judgment when procedures may not be well defined.

Specific Job Functions:

1. Process invoices for payment, including operating bills and all payments related to loan processing, with consideration of deadlines, proper account assignment and funding source.
2. Prepare journal entries related to cash disbursements.
3. Coordinate independent contractor payments with the Renovation and Post-Closing Specialist to ascertain work has been properly performed for all requested amounts. Prepare inspector report of materials and services for the Renovation and Post-Closing Specialist.

4. Responsible for reconciling all customer borrower escrow accounts as well as closing the escrow accounts when projects are complete.
5. Provide relief for the Administrative Assistant during lunch breaks.
6. Assist in the Investor Bank remittance process as needed.
7. Assist in maintaining the vendor file for 1099 year end reporting as needed.

Job Requirements:

- Requires a high school education or equivalent.
- Must have a strong understanding of bookkeeping accounting principles, but not requiring the skills of a fully trained accountant.
- Requires at least 2 years of accounts payable experience.
- Must be proficient in the use of Microsoft Excel spreadsheets and related software.
- Effective organizational and communicative skills, time management and customer service skills required.
- Comfortable in a multi-tasking work environment and must have good oral communication skills.
- Proficiency with MS Office applications including Word, Outlook and Excel.
- Travel may be required to attend appropriate training and conference events.

NFC offers competitive company benefits including free parking, business casual dress, paid sick/vacation leave, cafeteria plan, and 401(K) plan. Office hours are Monday through Friday 8:30 am to 5:00 pm. Flexible hours can be approved through your manager taking into account the duties of the position and business needs.

Please send cover letter and resume to:
Vice President Finance & Administration
NEIGHBORHOOD FINANCE CORPORATION
1912 SIXTH AVENUE
DES MOINES, IOWA 50314
Or malberico@neighborhoodfinance.org
No phone calls please