



108 Church Street, 3rd Floor | New Brunswick, NJ 08901 | 732.640.2061 phone | 732.543.1201 fax | www.newjerseycommunitycapital.org

Senior Accountant – Finance Manager

Passionate about groundbreaking community development and mission-driven finance?

Are you a curious and confident Accounting & Finance professional who has a dream to be a member of a mission-based organization that makes valuable contributions to the communities we serve? Do you thrive when working as a part of a committed team? We are looking for two special people to support both the Finance and one of our lines of business with the Accounting and Finance tasks involved in running the enterprise.

What you'll do

You will be reporting to the Controller and working closely with the Finance and specific line of business (LOB). You will have primary responsibility for supporting the LOB by ensuring proper recording of and tracking of their financial and real estate transactions. This requires constant interaction with all involved to understand the LOBs operations and ensure that efficient systems, processes, and controls are in place to accurately account for and report their financial activity. We would also expect you to support the CFO, Controller, and LOB management team in other areas as needed.

As Senior Accountant, you will serve as the primary interface between a specific LOB and the Finance team. Working with the Controller and Assistant Controller, you will:

- Serve as point person on Finance team for receipt and review of the LOB's financial transactions prior to processing.
- Coordinate and record summary financial information into our accounting system. (*Financial Edge*)
- Help to prepare and monitor program and project budgets.
- Monitor various bank accounts to ensure that incoming revenue is posted accurately and assist with monthly bank reconciliations.
- Prepare external and inter-company invoices for services.
- Analyze LOB operations; compare performance against budget, reconcile differences on a monthly basis
- Review LOB operations and performance to be able to make recommendations for improving the efficiency of the LOB.

The skills you'll need

We're looking for people who are motivated and driven to develop their career. To be successful in this role, you'll:

- Be passionate about improving underserved communities and the lives of residents in New Jersey & beyond.
- Want to work in a service oriented, small office work environment, and possess flexibility and an enthusiastic work ethic.
- Have a Bachelor's degree in Accounting or Finance.
- 4 -6 years' experience in a position responsible for accounting, or financial management. Experience with non-profit accounting will earn you extra points!

- Have the curiosity and the desire to understand how the unit operates and remains sustainable.
- Be likely to take initiative to perform required tasks without specific direction.
- Working knowledge of computerized accounting systems similar to *Financial Edge*, *Yardi* or *Salesforce*.
- Have a high proficiency in MS Office Excel and be proficient in Word, Outlook, and related products.
- Have the ability to bridge the span between programmatic and fiscal mindsets to accomplish NJCC's mission.
- Have proven ability to balance multiple tasks; work well independently; prioritize, and meet specific deadlines
- Be discrete in handling confidential information is imperative
- Have strong interpersonal & written communication, networking, relationship management, and customer skills

What else you'll need to know

At our core, is all about creating thriving communities. We do this through strategic investments and knowledge. Fulfilling the needs and improving the quality of life of thousands of individuals and families would not be possible without our talented and diverse staff, and motivating environment.

Check us out – do a deep dive in our [Glassdoor profile](#) and at www.newjerseycommunitycapital.org.

We offer a competitive nonprofit salary based on experience and skills, our target range for this job is \$60 to 65K/annualized. In addition, we offer a generous benefits package including: health, dental, disability and life insurance; 401(k) savings plan after one year's service; flexible spending accounts (medical, dependent care, and transportation); and 23 paid leave days (includes sick, personal, and vacation) plus 12 paid holidays. NJCC's office is located at 108 Church St. in New Brunswick, NJ, only two blocks from the train station.

NJCC embraces diversity and equal opportunity in a serious way – your application will be considered without regard to demographics. We are dedicated to forming a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be. (To meet customer requirements, we need to also say it this way: *All qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.*)

To Apply

If this exciting opportunity appeals to you, please email a thoughtful **cover letter**, **salary requirements**, and your résumé to hr@njclf.com. Please include “**Senior Accountant – Your Name**” in the email's subject line.