

IFF
Position Description

Title:	Staff Accountant
Department:	Finance
Department Purpose:	Provides financial reporting and analyses to both internal and external clients and the upkeep of the information systems.
Reports to:	Assistant Controller

The Organization

IFF improves the world by strengthening nonprofits and the communities they serve. As a mission-driven lender, real estate consultant, and developer, IFF helps communities thrive by creating opportunities for low-income communities and persons with disabilities. Key to our success has been a deep sense of purpose, a broad perspective, and a relentless focus on achieving positive results. Across the Midwest, we help clients from every sector, including human service agencies, health centers, schools, housing developers, and grocery stores.

Staff contributes its extensive business experience with an unrivaled connection to the mission of IFF and the nonprofit clients it serves. IFF is looking for candidates with a commitment to the work it does and can demonstrate their creativity, detail-orientation, diligence, efficiency, enthusiasm, flexibility, organization, thoughtfulness, and sense of humor.

Basic Job Function

Provides the department with general property accounting functions within the commercial/residential real estate sector, by inputting data into spreadsheets, the database system or the accounting software for receivables, payables, and time reporting. Monitors the payment and collection status of receivables.

Duties and Responsibilities:

1. Responsible for reviewing the accounts payable process for a portfolio of multi-tenant properties, reviewing invoices for accuracy, reasonableness, and correctness, coding invoices for payment, and acquiring appropriate approvals. Liaison with vendors regarding payment status and invoice questions. Generates checks according to specified schedule, receiving appropriate signatures, and mailing out payments. Makes appropriate copies for records. Acquires tax identification numbers from appropriate vendors and prepares 1099 year end reporting. (10%)
2. Sets-up, reviews, prepares, and enters data for monthly entries. Generates and mails appropriate invoices after acquiring appropriate approvals. Maintains files on other receivables regarding reimbursements from staff, administrative fees, and other entities. (20%)
3. Maintains account reconciliation for A/R, A/P, monthly bank reconciliations, and other accounts on monthly basis. (25%)

4. Assist in preparation of annual budget, forecasts and quarterly financial reports for Management and Board of Directors. (10%)
5. Assist with the production of annual tenant triple net (NNN), Common Area Maintenance, tax, insurance and OEA/REA reconciliations. (10%)
6. Generates cash receipts and miscellaneous journal entries and updates necessary ledgers with accurate data. (5%)
7. Assists the Assistant Controller, Controller, and/or Chief Financial Officer in the audit by preparing auditor's requests. (5%)
8. Back-up to the accounting departmental duties and responsibilities. (5%)
9. Maintains required job knowledge and skills and core professional competencies. Attends and participates in required educational programs and staff meetings. (5%)
10. Performs other duties as assigned. (5%)

Performance Measures:

1. Lists, spreadsheets, data, information, and records are accurate, complete and entered on a timely basis. Back up materials/schedules balance to the general ledger. Information is clearly labeled and organized for easy access by supervisor and other pertinent staff.
2. Variances and entries are properly identified, explained, and reported to supervisor and/or management.
3. Deadlines for month end close and other projects are met.
4. Employee's/Customers questions and inquiries are answered timely and accurately.
5. A/P and A/R processed on a weekly and timely basis. Invoices and bills are recorded and coded accurately.
6. Reports contain accurate, useful and relevant information.

Position Qualifications:

Education:

Bachelor's degree in accounting or related field preferred.

Experience:

Two or more years of related experience, preferably in the Property Management sector. Non-profit experience a plus.

Special Knowledge & Skills:

Strong Knowledge of general ledger and other management software – Knowledge of Microsoft Dynamics Great Plains preferred.

High level of organizational and detail skills and the ability to balance multiple tasks and respond quickly to developments.

General accounting and finance knowledge and experience.

Experience with automated and integrated accounting software systems,

High level of experience with computerized spreadsheets and word processing, preferably Microsoft Excel and Word.

IFF is an equal opportunity employer.

Application Instructions: Please submit a cover letter, resume and salary requirements to jkraemer@iff.org with “Staff Accountant” in the subject line.