



## Job Announcement: Senior Financial Accountant

### **About RSF Social Finance:**

Imagine working with a group of thoughtful, committed colleagues to transform the way the world works with money.

At RSF Social Finance, we bring our individual passions, experience, and skills to meet the needs of others through innovative and integrated investing, lending, and giving services that generate positive social and environmental impact while fostering community and collaboration among participants.

With a 30 year track record of deploying loans, grants, and other catalytic capital to non-profit and for-profit social enterprises, RSF is recognized nationwide as a leader in the field of social finance. As an organization of fewer than 50 employees, RSF's approach is to grow our team by adding one person at a time. In doing so we identify and seek a particular set of skills and experience to meet specific organizational needs, while seeking candidates who are also aligned with our purpose, values, and operating principles.

For more details, visit [rsfsocialfinance.org](https://rsfsocialfinance.org).

### **Position Summary:**

RSF Social Finance seeks to hire a full-time Senior Financial Accountant who will be responsible for performing general day-to-day accounting operations, analysis, and reporting. This position focuses on accounting processes, management of accounting operations, internal controls, generally accepted accounting principles, financial reporting and taxation rules, regulations, and appropriate practices. The Senior Financial Accountant communicates with diverse teams of stakeholders, including in-house and out-sourced/remote colleagues/teams.

### **Responsibilities:**

#### **Accounting**

- Support daily, monthly, quarterly and annual accounting processes and reporting as necessary
- Research and answer accounting related questions that come up on-site as needed
- Provide reporting/support as requested by other departments
- Maintain appropriate cash levels in each company, and initiate transfers as necessary depending on operational needs
- Participate in the upload of transactions to CAM LLC, borrowers' funds
- Reconcile between custody accounts and fund reporting
- Contribute to the overall effectiveness of the Accounting Team; provide backup support to other team members as needed
- Provide support to Loan Servicing and reconcile loan activities
- Properly record purchases and sales of investments and reconcile investments to general ledger

- Report writing and analysis
- Main backup for regular daily, monthly, annual responsibilities including daily cash reconciliations, month-end close including CAM and cost allocation
- Backup for accounts payable which includes
  - Making necessary phone calls to vendors/staff
  - Ensure necessary approvals are on invoice/funding/disbursements request and expense reports submitted are complete
  - Set the wires/print checks as requested
  - Process lending/ development disbursement request
- Active involvement on special projects and additional duties as assigned
- Improve, implement, and document procedures and processes

#### **Program Management**

- Record financial transactions for RSF and its related companies in compliance with applicable legal rules and regulations for an IRS 501(c)(3) nonprofit organization
- Complete GL posting and maintenance (including reconciliation) of all General Ledgers to agreed schedule for production of monthly management and year-end reporting
- Record intercompany transactions to ensure accuracy and ensure regular overhead allocation between RSF and its related companies
- Assist in the streamlining of accounting process and including a change to new cloud-based software
- Support quarter-end statement production process as required

#### **Audit and Tax**

- Participate in preparation of year-end audit schedules as required
- Perform duties as required for successful completion of annual audits and tax filings
- Respond to auditor inquiries and IRS inquiries as needed

#### **Knowledge, Skills, and Abilities:**

- Four-year college degree in Accounting from an accredited institution preferred
- Minimum of 4 years of experience functioning as an accounting professional
- Public Accounting with nonprofit accounting experience a plus
- Fluency in oral and written English required
- Strong written and oral communication skills
- Must be able to accurately prepare and interpret financial data
- Demonstrated experience providing direct accounting support in a multi-funded environment
- Must have ability to manage chart of accounts
- Ability to effectively use Microsoft Outlook, Word, and Excel required
- Thorough knowledge and experience with using accounting software
- Basic understanding of Salesforce preferred
- Experience with Accounting systems upgrades/changes
- Must be able to use the Internet for research and information-gathering
- Ability to exercise good judgment, manage time effectively to solve problems, and respond appropriately to changing circumstances and priorities



- Ability to work independently, and as part of a team
- Commitment to the purpose, values, and operating principles of RSF
- Must be able to use a computer for extended periods of time up to eight hours per day
- Must be able to frequently communicate orally and by telephone
- Must be able to occasionally lift boxes (up to 40 pounds)
- Ability to walk up and down stairs
- Must be able to work at RSF's offices during regular office hours as set forth in RSF's Employee Manual
- Must be available to occasionally work outside of regular office hours when needed
- Occasional travel for meetings, trainings, or conferences may be required

**Compensation & Benefits:**

The expected initial salary for this position is expected to be in the mid \$70K to mid \$80K range. Other benefits include:

- A fulfilling work environment at a supportive and entrepreneurially-driven organization
- A competitive compensation package including employer-paid medical, dental, and vision insurance benefits
- Very generous vacation and sick leave benefits plus nine paid holidays per year
- 403(b) plan with employer-paid contributions after one year of employment
- Exposure to innovative ideas, projects, and collaborative staff activities
- Access to numerous professional development opportunities

**Application Instructions:**

Please submit your resume via e-mail to [HR@rsfsocialfinance.org](mailto:HR@rsfsocialfinance.org) along with a thoughtful cover letter. In the cover letter, please explain why you are interested in the mission, values, and activities of RSF Social Finance. Please also tell us why your skills and experience would make you successful in this role.

In the e-mail subject line, please write "Senior Financial Accountant".

Please note that applications without a cover letter will not be considered. No phone calls please.

**The application deadline is Monday, July 31st.**

RSF Social Finance is an equal opportunity employer; candidates representing a diversity of backgrounds are encouraged to apply.