



COMMUNITY FIRST FUND TEAM MEMBER PROFILE

Date: 06/2021

Name: Vacant

Position/Title: Staff Accountant

Department: Finance Reports To: Controller

Salary Band: Core Operations

CHARACTERISTICS

- Organized/ Efficient
- Approachable
- Analytical
- Ethical
- Multi-tasker
- Dependable
- Self-awareness
- Learning mindset
- Performs well in a fast paced work environment
- Supportive
- Curious

SKILLS

- Strong analytical skills
- Strong time management and organizational skills, sound judgement to manage conflicting priorities
- Effective written and verbal communication skills
- Proficiency in Microsoft Products
- Motivated individual with a high level of initiative
- Bilingual (Spanish/English) a plus

EXPERIENCE

- Bachelor's Degree, preferably Business or Accounting, or equivalent experience.
 - Minimum two years of experience in an Accounting department
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ROLE:

The Staff Accountant is responsible for assisting the department with monitoring and managing the loan portfolio and with managing and processing cash receipts and accounts payable. Additionally, the Staff Accountant is responsible for assisting with the management of the payroll process and notes payable to investors.



RESPONSIBILITIES:

1. Assist with monitoring and managing the loan portfolio
2. Assist with management of cash receipts and accounts payable
3. Assist with maintaining completeness and accuracy of the financial records
4. Assist with payroll processing
5. Assist with the tracking and reporting of investments in Community First
6. Manage or assist on other objectives or projects as directed
7. Individual, Team and Company Participation

EXPECTATIONS:

1. **Assist with monitoring and managing the loan portfolio**
 - a. Assist with onboarding of new loans and provide quality control of loan data to ensure accuracy
 - b. Process monthly invoices on accounts, ACH payment draws and accurate recording of all payments on the respective loan records
 - c. Provide notification as needed regarding payments returned by financial institutions
 - d. Process ACH and wire transfers for loan draws, ensuring accurate recording on the respective loan records
 - e. Ensure the accuracy of reporting of delinquent accounts, including the periodic delivery of late fee reports for analysis
 - f. Prepare monthly loan portfolio reports
 - g. Assist with tracking of closing costs to ensure payment is received
 - h. Assist with loan fund tracking
 - i. Provide assistance for the preparation and distribution of the annual 1098s to clients, as needed
2. **Assist with management of cash receipts and accounts payable**
 - a. Process checks received through Desktop Deposit
 - b. Ensure daily posting of all cash receipts to financial records and loan accounts
 - c. Reconcile cash receipts to bank statements and financial records
 - d. Reconcile bank statements
 - e. Process accounts payable invoices, ensuring timeliness, accuracy and approval prior to payment
 - f. Reconcile company credit card reporting
 - g. Process accounts payable checks weekly and present for signature
 - h. Reconcile accounts payable monthly, monitoring aging and outstanding credits available
 - i. Reconcile bank statements
 - j. Collect W-9s on new vendors, ensuring completeness and accuracy
 - k. Assist with processing annual 1098s and 1099s and communicate with auditors for preparation and distribution of the forms



3. **Assist with maintaining completeness and accuracy of the financial records**
 - a. Prepare account analyses, as required
 - b. Process journal entries, including the import of data from the accounts payable and loan accounting systems
 - c. Assist with the annual financial audit
 - d. Prepare and distribute financial reports as assigned to ensure oversight of various aspects of the financial records

4. **Assist with payroll processing**
 - a. Assist with the bi-weekly payroll process, ensuring completeness and accuracy of payments to employees
 - b. Ensure changes to employee pay or data are made only after receiving appropriate approvals
 - c. Ensure adequate funding is available within the relevant bank account to cover the payroll processed
 - d. Record journal entries required to completely and accurately reflect any payroll related activities, including any monthly accruals
 - e. Ensure W-2s accurately reflect employee records and are processed in a timely manner
 - f. Provide the necessary information for the annual Workers Compensation insurance audit

5. **Assist with the tracking and reporting of investments in Community First**
 - a. Track investments, including issue dates, maturities, payments and outstanding balances, ensuring the information recorded is complete and accurate
 - b. Process all interest payments based on terms of the investment agreements
 - c. Record journal entries required to completely and accurately reflect any investment related activities, including any monthly accruals for interest due to the investor
 - d. Work with Program Compliance team to ensure the annual audits are distributed as required

6. **Manage or assist on other objectives or projects as directed**
 - a. Assist with preparation of annual financial budget
 - b. Assist with property management and management of capital purchases

7. **Individual, Team & Company Participation**
 - a. Quarterly Coaching Sessions and Annual Review Meeting
 - b. Department Meetings
 - c. Opportunities Meeting, Quarterly Business Meeting
 - d. Participate in training, assessments and surveys as directed
 - e. Special Events Attendance & Support

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



- While performing the duties of this job, the employee is frequently required to stand, sit, talk and hear.
- The employee is occasionally required to move about the office; use hands and fingers to feel, handle, or operate office equipment.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The work is performed primarily in an office or client business setting. The noise level in the work environment is moderate.
- Travel in a wide geographic area is required approximately 5% of the time. Employee must hold a driver's license and able to drive, and able to travel outside of the office for meetings, conferences, client visits and other job-related commitments.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The team member profile does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.