



POSITION ANNOUNCEMENT

POSITION: Housing and Community Development Accounting and Reporting Specialist

OPEN: Immediately

LOCATION: Phoenix, AZ

CLOSE: Until filled

CONTACT: Loretta Rodríguez, Senior Director, Human Resources

SALARY: Commensurate with experience

BACKGROUND

The National Council of La Raza (NCLR)—the largest national Hispanic civil rights and advocacy organization in the United States—works to build a stronger America by creating opportunities for Latinos. Through its network of nearly 300 affiliated community-based organizations, NCLR reaches millions of Hispanics each year in 37 states, Puerto Rico, and the District of Columbia. To achieve its mission, NCLR expands opportunities for Latinos through capacity-building assistance to a national network of multiservice Affiliate organizations rooted in Latino communities; robust and tested program models; applied research, policy analysis, and advocacy; and civic engagement efforts. In addition, NCLR strengthens these efforts with communications and collaboration with a range of external partners.

Founded in 1968, NCLR is a private, nonprofit, nonpartisan, tax-exempt organization headquartered in Washington, DC, serving all Hispanic subgroups in all regions of the country. It has state and regional offices in Chicago, Los Angeles, Miami, New York, Phoenix, and San Antonio.

SUMMARY

NCLR is seeking a full-time Housing and Community Development Accounting and Reporting Specialist in its Phoenix, AZ office. The Accounting and Reporting Specialist is a member of NCLR's Housing and Community Development (HCD) component, and is responsible for all accounting and financial reporting tasks for all of the component's programs. The Accounting and Reporting Specialist reports to the Associate Director of NCLR's Homeownership Network (NHN), and works with limited supervision to assist the Associate Director of the NHN and Vice President of HCD in performing multiple duties related to the accounting functions of the component.

RESPONSIBILITIES

- Meet or exceed monthly reporting deadlines.
- Reconcile revenues monthly for federal and non-federal sources.
- Analyze financial information for all cost center accounts by program (NHN, NHNLA, NCC, FC, etc.), identify potential issues, and recommend solutions or journal entries for inconsistencies in financial entries.
- Responsible for accounts payable and receivable process.
- Complete monthly component financial reports.
- Assist program directors and VP with properly opening and closing component cost centers.
- Work with program directors and VP to ensure financials remain healthy and cost centers are being used properly.
- Oversight of the grant invoicing process.
- Review, analyze, and reconcile billing activity, including setting up accounts receivables, and invoicing NCLR Affiliates, program partners, and vendors.
- Assist with meeting all grant requirements.
- Review and analyze monthly allocation and accrual schedules for accuracy, and make recommendations for adjustments or corrections.
- Assist with producing component financial statements and various other projects.
- Produce effective and timely financial reports for NCLR's vice presidents, senior managers, and program directors.
- Support audit requests, and explore program investment opportunities.
- Assist directors and VP with year-end budget development process.
- Carry out other duties as assigned by NHN Director and/or VP.
- Conduct ad hoc analysis and issue resolution as requested.
- Maintain both internal (MS365) and external (Citisoft) accounting database functions.
- Suggest continuous improvements in the use of technology for the HCD finance unit.
- With the Technology and Strategic Marketing Manager encourage and improve the proper use of internal and external facing finance database platforms by the HCD team and NCLR Affiliates.
- Proactively review and identify financial issues.

QUALIFICATIONS

- Bachelor's degree in accounting or related field.
- Five to seven years of experience in accounting.
- Excellent accounting and math skills.
- Good communication and staff development skills.
- Excellent technology skills, and ability to implement ideas that improve efficiency.
- Proactive, and willing to build an excellent department.
- Knowledge of Office of Management and Budget (OMB) A-110 and A-133 requirements.
- Thorough knowledge of full-cycle accounting, accounts payable, and accounts receivable processing.

Please include “HCD Accounting and Reporting Specialist” in the subject of any email submissions.

SEND COVER LETTER AND RÉSUMÉ TO:

National Council of La Raza

1126 16th Street, NW

Washington, DC 20036

Attn: Loretta Rodríguez

Fax: (202) 776-1730

hrmail@nclr.org

No phone calls please!

EQUAL OPPORTUNITY EMPLOYER. All qualified applicants will receive consideration without regard to race, color, national origin, marital status, religion, gender, age, disability, sexual orientation, gender identity or expression, personal appearance, family responsibilities, political affiliation, or enrollment in a college, university, technical school, or adult education