



## Financial Analyst, Guarantor Analysis

**NATIONAL EQUITY FUND, INC.** is a leading non-profit syndicator of Low-Income Housing Tax Credits (LIHTC) with a mission to create and deliver innovative, collaborative financial solutions to expand the creation and preservation of affordable housing.

### OVERVIEW

The Financial Analyst is responsible for assisting the Senior Financial Analysts in evaluating the financial strength and creditworthiness of project sponsors and guarantors, including not-for-profit entities, for-profit organizations, and individuals. Collect and organize documentation, validate completeness and accuracy, log and track due diligence items, spread financial statements, and review real estate owned (REO) and other supporting schedules.

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### ESSENTIAL DUTIES

- **Documentation Collection & Verification:**

- Request, collect, and organize financial and operational documentation from clients and internal teams.
- Review submitted materials to confirm completeness and alignment with established documentation requirements.
- Identify missing, inconsistent, or unclear information and escalate to Senior Financial Analysts as needed.
- Maintain accurate and timely logs of all documentation received, outstanding, or pending follow-up.

- **Financial Spreading & Data Preparation:**

- Spread financial statements into standardized templates, ensuring accuracy and consistency.
- Perform preliminary checks on income statements, balance sheets, and cash flow statements for reasonableness.
- Enter and validate financial data used by Senior Financial Analysts in trend analysis, variance review, and credit assessments.
- Assist with reconciling key financial information against supporting schedules when requested.

- **REO Schedules & Supporting Exhibits:**

- Review real estate owned (REO) schedules for completeness, format consistency, and alignment with established requirements.
- Verify property-level data (e.g., ownership, debt, performance figures) against provided documentation.
- Flag discrepancies or anomalies for Senior Financial Analyst review.

- **Team Support & Workflow Management:**

- Track progress on multiple simultaneous assignments and communicate updates proactively.
- Coordinate with Senior Financial Analysts on priorities, deadlines, and any challenges encountered in gathering or organizing data.
- Communicate clearly and proactively about progress, open items or identified issues.
- Maintain organized digital files, ensuring documents are stored and named correctly and consistently.
- Contribute to process improvements related to documentation workflows and data accuracy.

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- **Client Interaction:**
  - Draft and send routine emails requesting documentation or clarifying items.
  - Represent the team professionally in written communication, escalating complex questions to Senior Financial Analysts.

#### THE IDEAL CANDIDATE

- Bachelor's degree in accounting, finance, business, economics, or a related field
- Internship or 0–2 years of experience in finance, accounting, banking, real estate, or related analytical work
- Exposure to GAAP financial statements and familiarity with real estate or LIHTC preferred, but not required
- Experience with documentation collection or workflow tracking a plus
- Ability to trace and reconcile financial statement line items to supporting schedules and source documentation
- Strong attention to detail and commitment to accuracy
- Ability to work efficiently with recurring tasks and structured processes
- Strong organizational skills, including maintaining logs and tracking multiple deadlines
- Clear written and verbal communication skills
- Proficiency with Microsoft Excel (basic formulas, data entry, formatting)
- Willingness to learn GAAP concepts, financial statements, and real estate related analysis

#### ABOUT NATIONAL EQUITY FUND

National Equity Fund, Inc. (NEF) is a leading non-profit, multi-family, affordable, real estate investment manager with a mission to create and deliver innovative, collaborative financial solutions to expand the creation and preservation of affordable housing. Through its Low-Income Housing Tax Credit (LIHTC) syndication platform and its lending and investing platforms, NEF generates opportunities rooted in its vision that increased access to affordable housing empowers every individual and family to reach their full potential. Since being founded in 1987, NEF has invested nearly \$30 billion, representing approximately 275,000 new or preserved affordable homes for individuals, families, and communities in need across the country. NEF is Chicago-based and has donated more than \$280 million in grants to support its affiliate LISC's nationwide community development work. To learn more about NEF's impact, innovative financial solutions, and opportunities, visit [www.nefinc.org](http://www.nefinc.org).

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We offer a competitive salary, along with a comprehensive benefits package.

NEF IS AN EQUAL-OPPORTUNITY EMPLOYER



