

# Corporate Accounting Manager



**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. We strive to be a diverse, equitable, and inclusive place to work so that our team has the experience and knowledge to effectively support our partners and communities.

## OVERVIEW

The Corporate Accounting Manager will be responsible for oversight of certain functions within corporate accounting involving accounts payable, expense reports, corporate credit card program, the general ledger, financial reporting, and overall year-end audit functions. Supervise the accounts payable/payroll administrator. Research and analysis of accounting guidance for significant/unusual transactions, including documentation and implementation of new accounting standards.

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## ESSENTIAL DUTIES

- Oversee certain corporate accounting functions, including, but not limited to A/P, expense reports, corporate credit card program
- Responsible for accounting-related software including the general ledger, T&E system, and corporate credit card program. Includes being lead administrator of the T&E system, initiating enhancements, and following through on implementation of changes
- Responsible for training non-accounting employees on corporate accounting policies, procedures, and systems as needed
- Responsible for managing the analysis, billing, and collection of accounts receivable function of the corporation's investment fund-level fees and the corporation's lower-tier level asset management fees
- Assist with certain corporate accounting functions, including but not limited to general ledger, monthly financial statement preparation, revenue reporting, and year-end audit and annual financial statement issuance
- Preparation and creation of certain complex month-end, quarter-end and year-end work papers for financial statement compilation for NEF, Inc. and its Affiliates by defined time deadlines
- Preparation and oversight of corporate level annual audit reports
- Responsible for managing outside CPA firm relationships and ensuring that all corporate and fund accounting deadlines are met.
- Oversee preparation of Form 990s

## THE IDEAL CANDIDATE

- Bachelor's degree in accounting with a minimum of 2 years of public accounting experience. A combination of public and corporate accounting experience is a plus, real estate experience a plus
- CPA preferred

- Proven successful management/supervisory skills, with some level of supervisory experience/lead engagement experience
- Strong proficiency with Microsoft Word and Excel software (pivot tables, vLOOKUPS, etc.)
- Knowledge of US GAAP and automated accounting systems and procedures.
- Organized with extreme attention to detail, and able to work in a team-oriented, fast-paced environment
- Consistent self-starter with the ability to independently manage and prioritize workload to meet defined time deadlines
- Proven ability to create and implement improvements to operations
- Knowledge of Microsoft Dynamics 365 (Business Central) is a plus
- Ability to work with sophisticated spreadsheets and possess excellent writing and communication skills
- Motivation to produce accurate and timely data by self-reviewing work and meeting defined time deadlines
- Ability to establish and maintain effective working relationships with supervisor, co-workers, and all outside business professionals.

#### 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 all individuals and families across the country have access to stable, safe, and affordable homes. Since being founded in 1987, NEF has invested over \$24.5 billion, representing 242,500 new or preserved affordable homes for individuals, families, and communities in need across the country. NEF is Chicago-based and has donated more than \$240 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

