



National Development Council

Staff Accountant

GENERAL DESCRIPTION:

The National Development Council (“NDC”), one of the oldest national non-profit community and economic development organizations in the country, seeks qualified applicants for the position of Staff Accountant.

The Staff Accountant’s responsibilities will include preparing and reviewing internal financial records, schedules and financial statements. It will also include assisting external accountants with the annual audit process and providing support to our asset management and portfolio management teams. The Staff Accountant will report directly to the NDC Controller and work closely with the Accounting Manager and Chief Financial Officer.

LOCATION:

The position will be located in NDC’s New York City office and will involve occasional travel to attend internal meetings of staff and management.

EXAMPLES OF WORK PERFORMED:

- Prepare and maintain internal financial and accounting records,
- Prepare internal financial statements on a quarterly basis,
- Review compilations prepared by external accountants on a quarterly basis,
- Assist external auditors throughout the annual audit process,
- Review audits and tax returns prepared by external accountants for multiple related entities,
- Review project level financial statements and provide timely, in-depth analysis to members of the asset or portfolio management team,
- Prepare additional qualitative and quantitative reports as required by external stakeholders or management,

GENERAL QUALIFICATION GUIDELINES:

Experience and Education

The prospective candidate should have an undergraduate or advanced degree in accounting, or a related field, with a minimum of 1-3 years of experience in public accounting or nonprofit accounting.

Knowledge, Skills and Abilities

- Strong analytical, time management and organizational skills as well as a high level of attention to detail,
- Effective written and verbal communication skills,
- Knowledge and understanding of accounting and auditing principles
- Experience with financial lending products a plus
- CDFI experience a plus
- Ability to work effectively in a team environment as well as with external stakeholders,
- Impeccable personal integrity and ability to maintain confidential financial information,
- Computer literacy in contact management, word processing, spreadsheet and database programs.
- Experience with NetSuite a plus

Interested applicants should submit a cover letter and resume to:

Gertrude Scriven at GScriven@ndconline.org

Competitive salary commensurate with experience. Comprehensive benefits package. NDC is an Equal Employment Opportunity employer.