



## **National Development Council**

### **Program Analyst – Small Business Lending**

#### **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 Program Analyst – Small Business Lending. NDC was founded in 1969 with a mission of increasing the flow of capital for investment, jobs and community development to underserved urban and rural areas across the country. For additional information about NDC, please visit <http://www.ndconline.org>.

The Program Analyst’s responsibilities will include preparing and reviewing internal financial records and schedules. It will also include reviewing detailed schedules prepared by external users for accuracy and communicating with external stakeholders, as well providing support to program management team members. The Financial Analyst will report directly to the NDC Controller and work closely with the Program 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.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Work collaboratively with internal stakeholders and cross-functional partners to create strong processes, tools and systems,
- Prepare and maintain internal financial and accounting records for loan programs,
- Review complex spreadsheets for accuracy and communicate adjustments to external stakeholders on a weekly and monthly basis,
- Prepare detailed analysis and calculations regarding payments to be received from borrowers and partners,
- Prepare detailed analysis and calculations regarding payments due to and from lenders and investors,
- Initiate financial transactions for review and approval by management,
- 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 finance and/or accounting, or a related field, with a minimum of 2-4 years of experience in public accounting, small business lending administration, or nonprofit accounting.

### **Knowledge, Skills and Abilities**

- Experience with NetSuite a plus,
- Prior CDFI experience a plus,
- Advanced knowledge of Excel with experience creating ad-hoc reports for management,
- Experience with financial lending products and loan processing or servicing,
- A self-starter with the ability to work effectively in a team environment as well as with external stakeholders,
- 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,
- Impeccable personal integrity and ability to maintain confidential financial information,
- Proficient with productivity software, including Microsoft Outlook, Word, Excel, Project and SharePoint

Interested applicants should submit a cover letter and resume to:

Gertrude Scriven at [GScriven@ndconline.org](mailto:GScriven@ndconline.org)

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