



JOB DESCRIPTION

Department	Finance
Job Title	Staff Fund Accountant
Reports to	Chief Financial Officer

Job Summary:

The Staff Accountant will be responsible for monitoring, managing and tracking all Fund activity for a specific group of Tax Credit Funds as well as preparing documents that are ultimately provided to Investors.

Essential Job Functions:

Function/Responsibility	Percentage of time spent on each function
<p>Cash Management Coordinate with support staff and Fund Management on capital calls Prepare working capital reporting Verify all cash disbursements for fund entities</p>	10%
<p>Quarterly Accounting Generate and post all quarterly journal entries for fund entities Assist with the preparation and analysis of the quarterly reports including but not limited to: Fund benefit schedules Fund cash reserves Draft Fund entity financial statements Calculate investor yield on a quarterly basis</p>	60%
<p>Year End Reporting Update financial models quarterly and at year end Review lower tier partnership audits and tax returns Evaluate tax positions taken by lower tier partnership entities Prepare documentation for preliminary and year-end fieldwork</p>	20%
<p>Special Projects On demand reporting and analysis of the financial information related to fund entities</p>	10%



JOB DESCRIPTION

Education/Certifications:

Requires a bachelor's degree in a business-related field, accounting or finance is preferred.

Work Experience:

A minimum of two years relevant work experience in private or public accounting. Previous work experience in the Low Income Housing Tax Credit Program or Affordable Housing industry is a plus.

Knowledge, Skills & Abilities:

Candidate must be able to demonstrate strong customer service skills in interactions with investors, lenders and developer partners in a financial services environment. Candidate must be able to communicate and work effectively with individuals representing various departments and having varying specialties, both financial and non-financial. Candidate must possess strong organizational skills. Requires knowledge of Microsoft Office Suite, and a high proficiency in Excel and Word. Experience with Blackbaud a plus. Overtime hours expected during certain months of the year.

Ohio Capital Corporation for Housing is a nonprofit organization based in Columbus, Ohio. Our mission is: ***Cause the production, rehabilitation and preservation of affordable housing.*** Our mission is at the heart of everything we do. Our core values are our building blocks and foundation. When we live our values of: **Collaboration & Communication, Respect, Expertise, Accountability, Trust, Innovation, Inclusion & Growth**, we are **CREATING** our future success. Ideal candidates will be passionate about our mission and exhibit our core values with a commitment to continuous improvement and growth.

OCCH is an equal opportunity employer. Equal employment opportunity is not only good practice - it is the law and applies to all areas of employment, including recruitment, selection, hiring, training, transfer, promotion and demotion, termination, compensation, and benefits. As an equal opportunity employer, OCCH prohibits unlawful discrimination based on race, religion, creed, color, national origin or ancestry, sex, age, marital status, sexual orientation, gender, gender identity, gender expression, genetic expression, disability, veteran or military status, or any other basis that would be in violation of any applicable federal, state or local law.