



TITLE: Accounting Coordinator

REPORTS TO: Senior Accountant

FLSA STATUS: Non-Exempt
Full Time (37.5 hours/week)

Location: Concord, NH

POSITION SUMMARY:

Would you like to use your Accounting skills to help the people of New Hampshire? The [New Hampshire Community Development Finance Authority](#) (CDFA) is seeking an Accounting Coordinator for our programs that support the resiliency and vibrancy of Granite State communities. The successful candidate will enjoy having the opportunity for a hybrid schedule, working remotely and from our recently renovated office, steps from Concord's Main Street shops and restaurants.

The Accounting Coordinator plays a critical role on our Asset Team, ensuring timely and accurate payment, invoicing, and accounting. Reporting to the Senior Staff Accountant, the successful candidate will need to be experienced in the general accounting function. Enthusiasm for making a difference in the Granite State is a plus!

Major Responsibilities/Essential Functions:

- Administers the Accounts Receivable, Accounts Payable, and General Ledger daily accounting functions;
- Maintains correspondence with borrowers and tracks loans, invoices, and payments in CDFA's loan management system;
- Carries out other assigned accounting functions including data entry and account reconciliations; and
- Other duties as may be assigned by the Senior Staff Accountant or Chief Financial Officer.

Qualifications and Competencies:

- Associate's degree or higher in Accounting, Business Administration, or related field preferred; and two (2) years of related paid experience; or a Bachelor's Degree with a concentration in Accounting or related field; or any equivalent combination of experience and training that provides the knowledge, skills and abilities necessary to perform the work.
- Strong understanding of Generally Accepted Accounting Principles (GAAP).
- Strong Microsoft Excel skills, comfort with the Microsoft Office platform, and accounting software experience is required. Experience with databases and is desired.
- Ability to work accurately, efficiently, and independently as well as within a team.
- Effective organization, prioritization, and multi-tasking skills.
- Ability to handle confidential information.
- Ability to understand and follow oral and/or written policies, procedures, and instructions.
- Strong interpersonal skills and professionalism with colleagues and external customers.
- Ability to analyze work processes to improve effectiveness and efficiency of operations and to work within established internal controls.
- An enthusiasm for supporting New Hampshire community improvement is strongly desired.

Salary and Benefits

The salary range for this position is \$40,000 to \$45,000, based on relevant experience. CDFA employees have access to excellent benefits, including health, dental, vision, and life insurance. CDFA offers a flexible work environment with an opportunity for a hybrid schedule, working remotely and from our recently renovated office, steps from Concord's Main Street shops and restaurants.

Equal Opportunity Employer

It is the policy of CDFA not to discriminate against any applicant for employment, or any employee, because of race, color, religion, sex, national origin, age, marital status, sexual orientation, gender identity, physical or mental disability, pregnancy, genetic information, citizenship, military status, or any other additional classification or category of individuals protected by state or federal law. As an Equal Opportunity Employer, CDFA prohibits discrimination and harassment of any kind: CDFA is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment.

To Apply

Submit a resume and cover letter to: Contact@nhcdfa.org

Physical/Mental Requirements and Working Conditions:

The physical demands and characteristics of the work environment described here are representative of those occurring in the performance of the essential functions of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. In order to successfully perform the job, individuals must be able to satisfactorily perform each essential duty. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee is frequently required to stand, walk, sit, use hands to finger, handle or feel objects, tools or controls, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

This position works in an office, and the noise level in the work environment is usually low to moderate. While performing the duties of this job, the employee is occasionally exposed to toxic or caustic chemicals, i.e., copier toner.

- Works in a well-lit and smoke free office.
- Must be able to sit for extended periods.
- Involves periodic repetitive movement associated with keyboarding.
- Able to stoop, bend and move intermittently in order to do filing, move equipment or supplies necessary for job function.
- Requires frequent attention to detail/concentration on figures, paperwork, data, etc.
- Standard work pressures such as meeting deadlines and scheduling requirements.
- Frequent distracting influences such as people, phone calls, or other noise.
- Simultaneous handling of multiple tasks on a frequent basis.

Based in Concord, the Community Development Finance Authority is the financial engine that drives community economic development across New Hampshire. Created in 1983, we have more than 35 years of experience effectively deploying technical and financial resources to help Granite State communities thrive.