

## **Hartford Community Loan Fund**

### **Accounting Assistant**

*Part-time Position*

The duties of the **Hartford Community Loan Fund** (HCLF) Accounting Assistant (AA) include assisting with accounts payable, cash disbursements, entry of borrower payments and bank deposits, general ledger entries, reconciliation of cash balances, assistance with monthly closings and financial reporting, and special projects and reports related to the financial management of HCLF.

**Cash disbursement** transactions include processing payment of invoices every two weeks; checks for loan advances to HCLF borrowers; and preparation of other payments as needed throughout the month. **Accounts payable** includes entry of vendor invoices and assisting with handling/oversight of HCLF's accounts payable management system.

**General Ledger** duties include entry of expenditures and revenues, recording of borrower payments into the accounting system, entry of various charges and adjustments for borrowers, and other accounting entries as required to maintain an accurate set of books and records. The AA will also assist with the **monthly reconciliation** activities for the organization's 15-17 depository accounts (includes subsidiaries).

The AA reports directly to HCLF's Accounting Manager, with some oversight by HCLF's Accountant/Compliance Manager. The AA will assist with month-end closing and with the preparation of monthly financial reports. The AA will also assist with various special reports and projects related to the financial management of HCLF.

HCLF utilizes Abila/MIP accounting software for Nonprofits (HCLF will provide training on the Abila/MIP platform).

#### **Minimum Requirements:**

- Associates Degree in Accounting
- Some bookkeeping experience is preferable
- Ability to work independently
- Ability to work collaboratively with others
- Proficient in MS Excel and MS Word

The position is for 10-15 hours/week. Compensation is based on experience and qualifications, but is estimated to be between \$15 - \$20/hour.

**About Hartford Community Loan Fund:** HCLF is a 501(C)(3) not-for-profit community development financial institution (CDFI) with a mission to provide and promote affordable and just financial services that benefit low wealth and underserved residents of Hartford, Connecticut. HCLF provides acquisition and rehab financing to facilitate quality, affordable housing throughout the greater Hartford region. HCLF's offices are located at 215 Garden Street, Hartford, CT 06105.

HCLF is an equal opportunity provider and employer. HCLF does not discriminate in hiring or employment practices on the basis of race, color, ethnicity, gender, national origin, age, religion, sexual orientation, disability, marital or familial status, ancestry, or status as a veteran. HCLF is committed to maintaining a multicultural work environment. Women and minorities are strongly encouraged to apply. If interested in this position, please e-mail cover letter with resume to Jim O'Connell, HCLF's Accounting Manager, at [j.oconnell@hartfordloans.org](mailto:j.oconnell@hartfordloans.org). No faxes or phone calls please.