



Accounting Manager

Greater Minnesota Housing Fund (GMHF) is looking for a great addition to our Finance Team to own the accounting process including monthly close, accounts receivable/payable, financial reporting and cash management. Reporting directly to GMHF's CFO, the position has the opportunity to make a positive impact within the company and community, and gain the breadth and depth of experiences that can only be obtained from working in a small, fast growing company.

The ideal candidate should have 3-5 years full-time accounting experience and be intellectually curious and excited to find efficiencies in day-to-day tasks.

Key Responsibilities

- Accounting & Financial Reporting
 - Monthly close process including monthly account reconciliations
 - Budgeting / forecasting
 - Cash management / bank deposits
 - Business line accounting, reporting and entity consolidation
 - Accounts Payable
 - Financial reporting for Management, Board, and Investors/Funders
 - Financial audit support
 - Accounting procedures maintenance and improvement
- Loan Servicing – invoicing and pay-offs
- Financial modeling and analysis in support of CFO
- Payroll Processing
- Other duties as assigned

Core Skills

- 3-5 years' experience in accounting/finance
- Intellectual curiosity and desire to continuously improve
- Strong sense of accountability / ownership
- Organizational and self-management skills
- Advanced Excel experience
- General ledger ownership
- Public accounting experience preferred
- Understanding of not-for-profit or loan accounting a plus
- Bachelor's degree required

GMHF is located in downtown St. Paul and provides competitive salaries, strong benefits, and paid parking for its employees.

If you feel you can excel in the areas described, we would love to hear from you.

Job Type: Full-time

About Greater Minnesota Housing Fund

Greater Minnesota Housing Fund (GMHF) is Minnesota's leading nonprofit affordable housing lender. More than just a lender, GMHF is known for its innovation and its creative approaches to Minnesota's affordable housing challenges.

GMHF is Minnesota's largest certified community development finance institution (CDFI) serving housing development organizations, local governments and builders & developers with loans & grants, permanent financing, tax credit equity, technical assistance, research and policy analysis. Concentrations in affordable rental housing, home ownership, sustainable development, supportive housing with services, housing preservation, neighborhood revitalization, and the preservation of naturally occurring affordable housing. Minnesota Equity Fund (MEF) is GMHF's low income housing tax credit syndication subsidiary capitalized with \$50 million in initial investor equity. MEF invests in affordable multifamily housing developments in Minnesota and other states. NOAH Impact Fund (NOAH) is GMHF's naturally occurring affordable housing subsidiary. NOAH targets rental properties at risk of conversion to higher rents and the threat of displacement of low- and moderate-income residents.

GMHF is certified by the Department of Treasury as a Community Development Financial Institution (CDFI), and is a 501(c)(3) nonprofit organization founded in 1996 to address the affordable housing needs of Minnesota's under-served areas including cities, towns, rural areas, and tribal nations. GMHF is rated Four-Star, AA Policy Plus by AERIS and is a member of the Federal Home Loan Bank of Des Moines.