

## Financial Analyst

### The Company

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**Company:** IMPACT Community Capital LLC  
**Employees:** 11  
**Location:** San Francisco, CA  
**Website:** <http://impactcapital.net/>

#### Company Overview

IMPACT Community Capital LLC (“IMPACT”) is an SEC registered investment adviser and a pioneer in impact investing.

We believe that private capital is necessary to address poverty, homelessness and inequality. Institutional asset owners are among the largest holders of private capital, so they have a role and an opportunity. Our vision for IMPACT is to become a leader in private impact investing strategies for institutional owners. We believe that impact investing has the potential to transform communities if done at scale. IMPACT has developed an investment platform for institutional investors whose capital will be the catalyst to achieve scale and drive transformational change in under-invested communities.

Founded in 1998 solely to generate institutional quality, purpose-driven investments, IMPACT has originated \$2 billion of investments intended to build opportunities in America’s communities. IMPACT is poised for significant growth in an environment in which institutional investors are seeking the opportunity for attractive investment returns and transformational change. To learn more about IMPACT, please visit our [website](#).

## The Position

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<b>Position Title:</b>	Financial Analyst
<b>Location:</b>	San Francisco
<b>Reports To:</b>	Controller
<b>FLSA Classification:</b>	Non-Exempt; Full Time
<b>Hybrid:</b>	In office 3x per week and as needed

### Position Summary

IMPACT's Accounting & Financial Information team seeks a highly analytical Financial Analyst (FA) to join its team. Our team directly supports the organization's internal and external accounting and financial reporting function.

The FA will support the organization with various financial analytics, forecasting, planning, and reporting deliverables. The FA will work with two other FAs, under the supervision of the Controller. This role calls for an ambitious and hard-working professional.

### Position Responsibilities

- **Accounts Payable:** Review invoices for mathematical accuracy and supporting documentation. Prepare authorization & code invoices. Enter accounts payable in the accounting system, process payments as required.
- **Budget:** Support the creation of and maintenance of annual or multi-year budgets. Prepare related reports to track and forecast financial results.
- **Financial Audits and Reviews:** Assist with reconciliation of sub ledger accounts. Assist with compilation of items prepared for quarterly reviews and annual audits.
- **Financial Reporting and Analysis:** Generate and maintain templates for unaudited financial statements or prepare and present such as required. Generate and prepare cash flow statements and projection analyses on quarterly basis, or as requested.
- **Investor Funding:** Prepare necessary documents requesting funding from investors. Monitor receipt of investor funds. General cash flow management.
- **Investor Remittances:** Confirm and analyze deposits received from underlying investments. Assist with investor remittances. Update and prepare corresponding remittance reports and supporting documentation as requested. Coordinate with required parties to produce remittance reports for IMPACT investments.
- **Quarterly Investor Reports:** Update input model and maintain data for reporting quarterly accounting detail to multiple investors for multiple investments.
- **Other tasks as assigned**

### Travel Requirements

- This position does not require travel

## The Person

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### **Knowledge, Skill, Experience**

- Bachelor's degree, preferably in Finance, Economics, Accounting or related field
- 3-4 years of relevant professional experience
- Proficient with Microsoft Word, PowerPoint, Outlook, Teams and have advanced knowledge of Microsoft Excel
- Experience with computerized accounting systems, such as QuickBooks
- Proven superior analytical skills and strong attention to detail

### **Personal Characteristics**

- Strong cultural fit with the IMPACT team: personable, collaborative, authentic, team player, entrepreneurial and driven to achieve outstanding results
- Passionate about making a difference in the world. Several of these areas excite you— impact investing, technology, entrepreneurship, social innovation, impact measurement, systems thinking, and social justice
- Thrive in entrepreneurial, dynamic environments. You're self-motivated, and comfortable taking on new tasks or projects with little direction and adjusting course quickly under tight deadlines
- Ability to prioritize, be organized, communicate effectively, work with attention to detail, and follow through
- Strong writing, oral and interpersonal communication skills, with the ability to express ideas with clarity and conciseness
- Highest level of integrity and ethics

### **Compensation and Benefits**

Compensation will be competitive and commensurate with experience. Excellent benefits package including 401k contribution (up to 4% of salary), fully paid health insurance, sick leave, vacation leave and paid holidays.

### **Getting this job:**

Gather the following and send in a single PDF:

- Resume
- Name, affiliation, contact information for 3 references
- Cover letter (optional)
- Include in the File Name "Financial Analyst Position – (Your Name)"
- Email to: [info@primustalent.com](mailto:info@primustalent.com) with subject line "IMPACT Community Capital – Financial Analyst Application"

*IMPACT believes that the diversity of its workforce is vital to its long-term success. Its employees learn from one another and benefit from working with team that has varying backgrounds, experiences and perspectives. IMPACT is an equal opportunity employer and a great place to work.*

*Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws. We also consider qualified applicants with criminal histories, consistent with the San Francisco Fair Chance Ordinance and other applicable law.*