

## **JOB VACANCY**

**Position:** Fiscal- Senior Accountant CED  
**Location:** Allen Co.- Main Office  
**Hours:** 7:30am-5:30pm Mon-Thurs 7:30am-11:30am Fri  
**Starting Salary Range:** \$62,000-\$65,000 annually

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### **JOB SUMMARY**

The Senior Accountant - CED is responsible for conducting research and analysis of all accounting process functions and facilitating the preparation of financial information for management and for the financial administration and reporting to funding sources. This role focuses on the Community Economic Development division of Brightpoint, which includes Brightpoint Development Fund (BDF), a Community Development Financial Institution (CDFI), the Community Loan Center of Northeast Indiana, and Whitley Crossing Neighborhood Corporation (WCNC), a Community Housing Development Organization (CHDO).

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### **JOB DUTIES**

1. Collaborate with CED staff in the management of funds to achieve lending and leasing goals while ensuring compliance with multiple regulations, policies and procedures related to SBA, HUD, IHCD, DFI, and other related organizations
  2. Facilitate the preparation of financial statements and supporting schedules according to the monthly close schedule
  3. Analyze revenues and expenses to ensure they are recorded appropriately on a monthly basis
  4. Prepare monthly account reconciliations and reports for the Brightpoint, BDF, and WCNC boards
  5. Assist with analyzing financial statements on a monthly basis and report on variances
  6. Assist with year-end closings and audits
  7. Assist with documentation and monitoring of internal controls
  8. Provide reporting to and assist program staff in management and reporting to funding sources
  9. Implement Brightpoint Values at all times
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### **SKILLS AND QUALIFICATIONS**

1. Bachelor's degree or higher in Accounting or Finance, or equivalent work experience
  2. Strong understanding of accounting theory and practices. Multi-funded non-profit accounting preferred
  3. At least five years of accounting experience. Experience with lending and leasing operations a plus
  4. Ability to adjust quickly to changing rules and guidelines
  5. Ability to act and operate independently to accomplish objectives
  6. Ability to work cooperatively and collaboratively with all levels of employees, management and external agencies to maximize performance, creativity, problem solving, and results
  7. Proficient in MS Office Applications
  8. When driving for Brightpoint, the employee must have a valid Indiana driver's license and must maintain minimum liability limits of \$100,000/\$300,000 on auto insurance
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**DATES FOR INTERNAL POSTING: FROM: June 30, 2023**

**TENTATIVE DATES FOR EXTERNAL POSTING: June 30, 2023 until filled**

**APPROXIMATE DATE FOR POSITION TO BEGIN: IMMEDIATELY**

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**FOR FURTHER INFORMATION, CONTACT, HUMAN RESOURCES EXT. 206 or 213  
APPLICATIONS ACCEPTED – 227 E. Washington Blvd, Fort Wayne, IN  
8:00 A.M. - 5:00 P.M., MONDAY – THURSDAY AND 8:00 A.M. – 11:00 A.M., FRIDAY  
OR VIA THE INTERNET AT [www.mybrightpoint.org](http://www.mybrightpoint.org)**