



Position: Staff Accountant
Reports to: Controller
Status: Full time / exempt
Location: United States work-from-anywhere; option to be in-office in San Diego, CA

About Mission Driven Finance

Learn more about us, our “why,” and our opportunities on our [jobs page](#).

Who we are looking for

Mission Driven Finance is at a fascinating growth point, expanding to support more impact funds around the country with the operational excellence their communities deserve. Accordingly, we are growing our client operations team with an accountant who loves keeping the details in line. Your primary role is to ensure our accounting systems are up to date, with a particular focus on our debt and equity portfolios in multiple investment funds. Your diligence with details will empower our team with clear and reliable financial information to support decision-making and provide customers with a terrific experience.

This role is great for you if you are an accounting generalist, and excited to develop your skills on a growing, mission-driven team. You are equally comfortable recording business income and expenses as you are tracking portfolio activity across multiple entities. You can easily leverage a wide variety of software and technology tools, and your Excel skills are ranked as “wizard.” You believe pennies count. You love a good process, and yet always look for ways it can be improved. A clean bank rec gives you an overwhelming sense of joy.

Primary responsibilities

You will work primarily with our controller (your supervisor), director of client operations, fund operations associate, and chief legal officer. You will be responsible for keeping records, maintaining ledgers, producing financial reports, preparing budgets, filing billing, and general bookkeeping.

- Perform daily accounting processes including journal entries, account reconciliations, and general ledger transactions in order to maintain accurate financial information in QuickBooks accounting system for multiple investment fund entities (that are primarily debt funds) and general partner entities.
- Review, process, and pay, via check or wire, vendor invoices and employee expense reports, ensuring documentation and approvals are received and that transactions have been coded and accounted for properly.
- Prepare invoices for portfolio company fees, reimbursable expenses, and consulting fee engagements, manage status of the invoices, record related cash receipts and handle any inquiries.
- Assist in the month-end close process, including bank and other account reconciliations and preparation of financial statements and other management reports.



- Document and maintain complete and accurate supporting information for all financial transactions.
- Maintain vendor records in electronic form, including all data required for 1099 reporting.
- Work closely with the firm's external fund administrator in support of quarterly financial statements and investor reporting.
- Work closely with the firm's external auditors and tax preparers in support of the annual balance sheet review and tax return preparation.
- Assist the other finance team members in the performance of their respective responsibilities.

Desired values, qualification & skills

An ideal candidate will value:

- Our mission to build a better financial system
- Developing solutions from a team perspective
- Ability to execute semi-independently
- Commitment to quality balanced with efficiency
- Sense of humor, flexibility, and resilience

And have a background and skills that include:

- 3+ years of experience, including directly with investment funds or loan portfolios
- A deep understanding of GAAP; CPA preferred
- Strong attention to detail with an eye to continuous process improvement
- Excellent verbal and written communication
- Adaptability and responsiveness in an evolving startup environment with competing priorities and deadlines
- Strong comfort with technology tools, including QuickBooks online, spreadsheets, MS Office, Google Workspace, project management systems (Asana), and communication systems (Slack)

Preference for candidates that also have one or more of:

- Experience working in the impact investment industry
- Fluency in another language beyond English
- Understanding of nonprofit organizations and small businesses
- Understanding of lending, financing, and real estate transactions
- Lived experience in our target investment communities, such as BIPOC, New American, veteran, and other overlooked and underestimated communities



Compensation

This is a full-time role with an annual salary range of \$60,000–80,000. This position includes company standard benefits:

- Generous paid time off plan along with 10 paid holidays
- Remote and flexible work schedule and environment
- 401k retirement plan with 4% employer match and immediate vesting
- Stipend for work from home expenses
- Access to health/dental/vision plan
- Participation in company incentive program(s)
- \$500 annual professional development stipend

Equal opportunity employer

Mission Driven Finance is an equal opportunity employer. We encourage all qualified candidates, regardless of race, ethnicity, religion, national origin, age, sex, disability, veteran status, or gender identity to apply for this position. We welcome smart people with non-linear/non-traditional experience and educational backgrounds to join our team. Should a candidate be offered the position, they will need to show documentation of the ability to work in the U.S. including completing an I-9. We are unable to offer work visas at this time.

To apply

Interested applicants should send their **cover letter AND resume** by Friday, December 3 to jobs@missiondrivenfinance.com. No phone inquiries, please.