



Mission Driven Finance Staff Accountant, Real Estate

Position: Staff Accountant, Real Estate
Reports to: Controller
Status: Full time, exempt
Location: United States work-from-anywhere

About Mission Driven Finance

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

Who should apply

Mission Driven Finance (MDF) 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 accounting team! Your primary role is to ensure our accounting systems are up to date, with a particular focus on our real estate investment trust and other real estate initiatives. Your diligence with details will empower our team with clear and reliable financial information to support decision-making for MDF & our client-partners.

This role is great for you if you are eager and passionate about broadening your exposure to fund finance 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), two staff accountants, and our [Care Access Real Estate](#) (CARE) team. 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 the 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 in the ad-hoc reporting, finance, operational data projects, and administrative tasks that support the finance and accounting function.

Desired values, qualifications & 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:

- 3-5+ years of accounting experience in real estate investments
- A deep understanding of GAAP; CPA preferred
- An understanding of lending and financing
- Rigorous attention to detail with an eye to continuous process improvement
- Excellent verbal and written communication at all levels with minimal supervision
- Ability to meet competing deadlines
- A positive outlook, ready to accept a challenge and pitch in wherever help is needed
- 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, small businesses, and social enterprises
- 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 \$70,000–80,000. 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

COVID-19 and Mission Driven Finance

As Mission Driven Finance has grown through the pandemic, we've embraced distributed work life with team members working across the United States where it suits them best and coming together in real life when we can do so safely. Public health permitting, we aim to gather the team in person on a roughly quarterly basis. To support team safety, Mission Driven Finance has instituted a mandatory COVID-19 vaccine disclosure policy and is in the process of rolling out a vaccine mandate.

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

If you think you can help us build a better world, we encourage you to apply with this form [here](#) by October 31, 2022. Candidates only and no phone inquiries, please.