



JOB ANNOUNCEMENT: ASSOCIATE VICE PRESIDENT, FINANCE AND ACCOUNTING

Position Description

Invest Detroit is in an exciting phase of growth and change and is seeking an Associate Vice President, Finance and Accounting. This new position requires strong analytical skills and a thorough knowledge of basic accounting principles with a focus on utilizing technology to create efficiencies. Responsibilities will include the maintenance of account balances with an emphasis on financial reporting. The Associate Vice President will work directly with the Senior Vice President, Finance and Accounting, and collaboratively with team members across the various disciplines within the organization.

About Invest Detroit

Invest Detroit is a nonprofit lender, investor, and partner that supports business and real estate projects that will ignite economic growth. Our goal is to increase density and job opportunities in a way that is strategic and socially responsible. We are a highly-effective and hard-working team that values collaboration, inclusivity, partnership, commitment to our mission, and drive mixed with humor. As a rapidly growing organization we are looking for team members who can help bring new efficiencies, data-driven approaches, and work-related experience with technology. To learn more about Invest Detroit, please visit www.investdetroit.com.

Key Responsibilities

- Prepare financial statements and supporting schedules for review
- Process standard recurring and other non-recurring journal entries with appropriate supporting documentation for review
- Process data and manage Concur software for expense reports and accounts payable
- Prepare monthly account reconciliations, including bank accounts, receivables, accounts payable, grants, and loan related accounts in the general ledger
- Assist with compliance reporting
- Coordinate with the loan operations team on system reconciliations

Qualifications and Skills

- Bachelor of Business Administration, Accounting or Finance required
- Minimum two years of experience in public accounting preferred
- Strong attention to detail, and mathematical and analytical skills are a must
- Computer skills, including proficiency with Microsoft Office, and advanced knowledge of Excel functions is a requirement of this job
- Experience with financial accounting systems or Concur is a plus
- Ability to problem solve and engage with staff and third parties when issues arise

To Apply

Please forward your resume and cover letter, outlining how your skills and experience meet the qualifications of the position to Resume@investdetroit.com. Please include "Associate Vice President" in the subject line and indicate how you heard about this opportunity in the email.

Invest Detroit offers a competitive salary and benefits, commensurate with experience and skills. Invest Detroit is an equal opportunity employer committed to diversity in the workplace.