



Where Visions are Built

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Staff Accountant/Senior Accountant

Revised: May 2018

Job Grade: Staff Accountant: I, J and Senior Accountant: K, L

Supervisor: Controller

Summary: Participate in all aspects and phases of accounting in support of the mission of CIL and all subsidiary corporations, including both not-for-profit and for-profit entities.

Duties:

CIL works closely with many experts, advisors, consultants, and vendors to provide real estate solutions for partner agencies and government organizations. The Finance Department supports these activities both through collaboration with other CIL team members and direct contact with outside entities. The ability to work within this team environment and strike the proper balance of compliance and audit requirements with support of operational and financial goals of the company is of critical importance.

The accounting process at CIL is a diverse and broad field, based on a complex corporate organization, varying tax status, and funding methods. As a result, accountants of varying levels of experience and capability will have similar duties and descriptions which will vary over time based on the needs of CIL and the capacity of the team.

Responsibilities may include:

- Maintain records of assets, liabilities, profit and loss, capital accounts, tax liability, or other financial activities.
- Maintain general ledger and document financial transactions by entering account information.
- Reconcile financial discrepancies by collecting and analyzing account information.
- Provides financial information and interpretation by researching and analyzing accounting data and trends and preparing reports.
- Substantiate financial transactions by auditing documents.
- Prepare payments by verifying documentation, and requesting disbursements.
- Answer accounting procedure questions by researching and interpreting accounting policy and regulations.
- Recommend financial actions by analyzing accounting options.
- Support monthly close-out, compliance/reporting requirements, cost certifications, and audit activities.
- Participate in bond and loan closings by preparing data, analysis, and required documentation, and coordinating with other participants, including CIL and external parties.
- Monitor and analyze rental incomes, lease revenues, costs, and project performance.
- Monitor and track use of lines of credits and working capital, and operational accounts and report recommendations and findings to management.

- Fully participate and coordinate efforts related to the creation, documentation, verification, and tracking of budgets.
- Maintain accounting controls by preparing and recommending policies and procedures.
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Work with other members of the CIL team, including Development Department, Asset/Property Management Group, and Senior Leadership to ensure smooth efficient and effective control of CIL finances, in full compliance with covenants and other requirements.
- Support the mission of CIL and work to achieve the goals and realize the vision of the Corporation
- Other duties as assigned.

Projects may include a combination of residential and non-residential uses. While projects will primarily be located within New York and New England, some travel outside this area may be required at times.

Success Criteria:

Since the descriptions of duties and assignments are similar across several titles and pay grades, the determination of appropriate salary, grade, and title will be based on several fairly subjective considerations, including, but not limited to:

- Amount of required oversight/ability to effectively share the appropriate information
- Demonstrated decision making skills, consistent with company goals, ability to take preventative actions to avoid issues, ability to anticipate needs and take actions to prepare, and ability to solve problems
- Volume of work and ability to strengthen the team through mutual support and collaboration
- Diversity of expertise
- Understanding of complex financial models and funding opportunities, as well as related compliance requirements
- Relationships with other CIL team members and clients, including the ability to act as an ambassador of CIL, and providing excellent customer service
- Communication skills (verbal and written) and conflict resolution skills
- Ability to work effectively within the team and promote team success

The President/CEO shall have sole authority, in consideration of input from supervisors, to determine the appropriate salary, pay grade, and title of each member of the team.

The intent of this job description is to provide a representative summary of the types of duties and responsibilities that will be required of the position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

