



TITLE: Operations Analyst

POSITION OVERVIEW

The Washington Area Community Investment Fund (Wacif) seeks to fill the full-time position of Operations Analyst, which will be responsible for ensuring organizational impact by supporting a growing and expanding operations. As part of the operations team, the Operations Analyst will be an analytical, detail-oriented systems thinker, and proactive team player who will seek to continually improve and position Wacif's organizational systems for growth while providing key administrative support to the senior management team and board of directors.

REPORTS TO: Director of Finance and Administration

DUTIES & RESPONSIBILITIES

- **Impact Measurement and Reporting (20%)** – Developing, implementing, and maintaining a robust reporting system aimed at providing internal and external stakeholders with the impact metrics and broader information necessary to communicate the positive impact Wacif is having within the communities in which it works. Providing impact data and information monthly.
- **Accounting/Finance (35%)** – Managing A/P and A/R function to ensure a healthy cash position. Processing bank deposits in a timely manner. Maintaining Wacif's financial system by entering into QuickBooks invoices, client repayments and bank deposit transactions, project and organizational budgets, and other entries. Processing Impact Capital Fund investor documents. Distributing to senior management required monthly financial information. Issuing IRS required filings such as Forms 1099Int/Misc., Form 990, and others. Fulfilling other compliance-related tasks with local and Federal government agencies and investors, as required.
- **Administration (35%)** – Manage relationships with service providers and other vendors. Working with IT support services to ensure Wacif's IT systems are working effectively. Coordinate procurement of office and program supplies. Coordinate human resource activities and provide administrative support to various Wacif activities, when required.
- **Board Liaison (10%)** – Compile board reporting packet for Wacif board meetings. Liaise with Executive Director and Board Chair on board meeting planning and logistics. Coordinate logistics for Wacif board meetings, including location, food, printing, technology needs, etc. Draft board resolutions. Record and edit board and committee meeting minutes for distribution.

QUALIFICATIONS

- Bachelor's degree from an accredited institution required
- Minimum of 2-3 years of experience in operations/accounting roles
- Proven track record of developing and implementing operational improvements
- Ability to manage multiple competing demands simultaneously with precision and attention to detail while continually finding ways to improve processes to produce higher results
- Proven track record of managing change within periods of growth
- Data and detail oriented individual who exhibits a passion for analytics
- Fluency in MS Office suite (Excel, Word, PowerPoint, Access) required
- Experience in QuickBooks, Replicon, Outcome Tracker, or comparable systems desirable
- Occasional evening and weekend hours required

About the Washington Area Community Investment Fund (Wacif)

Since its inception in 1987, the Washington Area Community Investment Fund (Wacif) has closed nearly 400 loans totaling more than \$32 million in strategic financing for small business startup and growth, affordable housing developments and cooperatives, and childcare and community facilities throughout the Washington, DC, metropolitan region. Wacif is a nonprofit Community Development Financial Institution (CDFI), and over the past five years has closed nearly 130 loans totaling \$8 million, assisted over 2,000 entrepreneurs with small business coaching and technical assistance, resulting in over 300 local jobs created or retained.

COMPENSATION

Competitive salary commensurate with experience. Medical, Dental, Vision, Life & Disability coverage available. Retirement plan (some employer contribution & matching); paid vacation (increased with tenure), holiday and sick leave days.

TO APPLY

Interested candidates should email a resume/CV, thoughtful cover letter that outlines how your skills and experience meet the qualifications of the position, and salary requirements to opportunity@wacif.org with "Operations Analyst" in the subject line. First application reviews will begin November 1, 2017.

Wacif is an equal opportunity employer and welcomes candidates from diverse backgrounds.

We thank all those who apply, but only shortlisted candidates will be contacted.
No calls please. Telephone inquiries will not be accepted.