Job Posting: Loan Accountant  
Organization: Business Impact NW

About Us:

Business Impact NW is one of the leading non-profit community development financial and business assistance organizations in the Pacific Northwest. The mission of BIN is to promote the economic development of marginalized communities by offering access to capital, training and support to grow small businesses throughout Washington and Oregon. For more information about BIN’s history, mission and programs for women, minorities and veteran business owners, please see our website: www.businessimpactnw.org.

What it's Like to Work for Business Impact NW:

Business Impact NW works hard to serve our clients while maintaining a healthy work-life balance and positive team-oriented atmosphere. Our strategic framework revolves around building trusted relationships, providing equal opportunity, valuing contributions, community impact, and financial stability. Our team consists of over 25 employees, plus a corps of contractors, as well as an engaged Board of Directors.

Position Summary:

The Loan Accountant performs a variety of loan accounting functions that include recording new loans, complex modifications and conversions, and maintenance transactions to existing loans. The accountant has knowledge of generally accepted accounting principles that can be applied to assigned tasks. This person works independently within a team and provides accurate and timely responses to inquiries from both customers and loan department staff, demonstrating outstanding customer service. This position reports directly to the Controller.

Principle Duties and Responsibilities:

- Prepare and book any related loan activities in Quickbooks and DownHome software (loan disbursement, loan payment, loan payoff, etc.)
- Work with loan department to maintain loan transaction records correctly in system, adjusting and/or correcting entries when required
- Prepare monthly loan reconciliation, fee reconciliation, interest accrual, allowance for loan loss adjustment, and any other required accounting
- Transfer principal, interest, and fee payments to multiple bank accounts
- Prepare a variety of reports related to loans for SBA and internal use
- Prepare yearly paid interest statements – 1098 Forms
- Monthly and annual reconciliations to various records
- Create & mail loan invoices
- Collect loan payments bi-monthly via ACH
- Assist with month-end closings
- Assist outside auditors in annual auditing and preparation of annual reports
- Works within an accounting team, demonstrating competency in accounting procedures and working through independent responsibilities within a team setting
- Provides backup assistance for other duties in accounting department
- Other duties as assigned
Qualifications:

- BA/BS degree in Accounting. CPA and/or MBA a plus.
- Good working knowledge of general accounting principles and practices.
- Proficient with Microsoft Office, Quickbooks, and additional databases.
- Ability to manage multiple projects.
- Strong problem-solving, analysis, and organization skills.
- Ability to work under tight deadlines.

Schedule & Location:

- 40 hours per week, 8:30am-5pm Monday - Friday
- 1437 S Jackson Street, Seattle WA 98144

Generous benefits include:

- 100% paid employee medical, dental and vision plans
- Paid holidays, including all federal holidays and the week between Christmas and New Years
- Paid vacation time off
- Paid sick days
- 403(b) retirement account
- Professional development allowance
- Commuter benefits
- Adoption assistance
- Health Savings Account
- Voluntary supplemental medical benefits: Disability, Life, and Personal Accident insurance
- Flex time
- A great workplace culture

To Apply:

Please apply through our page on [Indeed](https://www.Indeed.com). Along with your resume, please include:

- Please explain how your qualifications fit with the needs of this position. Include directly applicable work history and/or indirect transferable skills.
- Do you have any applicable professional achievements or unique skills you’d like us to know about?
- Please explain any gaps or frequent turnovers in your work history, if applicable.
- What do you know about our organization? Why do you want to work with us?

**Priority Application Due Date:** May 30th, 2020

**Preferred Start Date:** July 1st, 2020

Position open until filled. All candidates are subject to a background check.

*Business Impact NW is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*