



URBAN LEAGUE OF BROWARD COUNTY

Job Vacancy Posting

Position: Community and Economic Development Accountant
Supervisor: Executive VP & VP of Finance & Administration

Department: Finance and CCCDC
Revision Date: November 2025

Summary:

The **Community and Economic Development Accountant (CEDA)** plays a key role in managing the financial operations of a mission-driven nonprofit focused on economic equity, affordable housing, and small business development. In addition to core accounting responsibilities, this position supervises a small team of professionals and consultants who support lending compliance, housing development, and underwriting. The ideal candidate brings strong accounting skills, leadership potential, and experience in both housing and small business finance.

CORE DUTIES AND RESPONSIBILITIES (Abbreviated) include the following:

Accounting & Finance Operations

- Lead the design, underwriting, and execution of loan products for small businesses, affordable housing, and community development projects.
- Assist, when necessary, with the day-to-day accounting functions including accounts payable/receivable, and journal entries prep.
- Maintain accurate financial records and documentation for audits and funder reporting.
- Ensure compliance with nonprofit accounting standards (GAAP, Uniform Guidance).
- Staying abreast of the Organization's Accounting system, to be a proficient back up to the accounting functions of the parent company.

Leadership and Collaboration

- Responsible for staff management, training & development, and performance management of goals that are established with staff; performance reviews are within the time frames established in policy and procedures.
- Oversee monitoring of loan fund performance and regulatory compliance.
- Oversee tracking of housing development budgets, proformas, capital projects, and facilities operations.
- Coordinate to ensure accurate financial documentation for loan applications and disbursements.

Grant & Fund Accounting

- Track restricted and unrestricted funds, ensuring proper allocation and reporting.
- Assist with financial reporting for federal, state, and philanthropic grants.

Housing Development Finance

- Support financial tracking for housing development projects, including predevelopment, construction, and post-completion phases.
- Monitor cost allocations and ensure compliance with funder requirements.

Loan Fund Support

- Maintain records of loan transactions and assist with compliance reporting for small business lending programs.
- Collaborate with lending and underwriting staff to ensure financial accuracy and transparency.

Audit & Budget Support

- Assist with annual audit preparation and respond to auditor requests.
- Support budget development and variance analysis.



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Education and Experience

- Bachelor's degree in Real Estate Finance, Business Administration and minor in accounting or related field.
- 2–4 years of accounting experience, preferably in a nonprofit, CDFI, and CDC setting.
- Experience supervising staff or consultants in a financial or operational capacity.
- Familiarity with accounting software (e.g., QuickBooks, Financial Edge).
- Understanding of nonprofit financial principles, fund accounting, and grant compliance.
- Experience in housing development finance and/or small business lending.

Other Skill, Abilities and Qualifications

- Preferred Experience with:
 - CDFI Fund reporting, LIHTC, or federal housing programs.
- Knowledge of community development finance and economic justice initiatives.
- Strong interpersonal and leadership skills.
- Commitment to the mission of serving underserved communities
- Experience with nonprofit operations or mission-driven financial institutions.
- Knowledge and experience in nonprofit accounting and board engagement.
- Experience in coordinating, managing reporting, budget development and analysis.
- Results-oriented performance-based contract knowledge.
- Willing to work some evenings and weekends, when necessary.
- Ability to work effectively with persons of all ages and diverse backgrounds, skills, and abilities.
- Must be computer literate with familiarity utilizing Microsoft Office.
- Must have outstanding organizational and presentation skills.
- Ability to carry out responsibilities with flexibility to adapt to changing needs and goals.

Certificates, Licenses, Registrations

- Must have a valid Florida driver's license and reliable transportation.
- Must pass a Level 2 background and drug screening.

To Apply
Submit Cover Letter and Resume to:
hiring@ulbcfl.org