



## **Business Accounting Specialist**

**Job Title:** Business Accounting Specialist

**Job Classification:** Exempt/Full-Time

**Reports to:** FACC & HWCC Executive Directors

### **Background**

First American Capital Corporation (FACC) is a Community Development Financial Institution (CDFI) and 501(c)(3) non-profit organization that was formed in 2002 by its sister agency, the American Indian Chamber of Commerce of Wisconsin (AICCW) - <http://www.aiccw-facc.org/> The mission of FACC is to perform business development activities that benefit Wisconsin's American Indian Country by increasing access to capital in the form of business loans, providing technical assistance services that strengthen the skills of our entrepreneurs, and by advocating for American Indian owned business opportunities, both on and off the reservations. The primary focus of FACC is operating a small business Revolving Loan Fund that makes loans to Native American owned businesses in Wisconsin. This increases access to capital for businesses in their target market. FACC also offers technical assistance services to these businesses to ensure quality support systems in place for American Indian owned business in Wisconsin.

The Hmong Wisconsin Chamber of Commerce (HWCC) is a Community Development Financial Institution (CDFI) and 501(c)(6) nonprofit organization - <https://www.hmongchamber.org/> The mission of HWCC is to provide financial resources and technical assistance to business and community development activities that improve economic opportunities in low-income and underserved communities. The primary focus is to provide economic development assistance in business planning, market analysis, marketing strategies, effective day-to-day business operations and much more. HWCC also acts as an advocate for the Hmong and Southeast Asian communities in Wisconsin regarding business and economic issues. Furthermore, HWCC is a forum for Hmong and Southeast Asian entrepreneurs to discuss successes and challenges and offering support.

### **Position Description**

The Business Accounting Specialist is responsible for supporting the organizations' internal bookkeeping and accounting functions, as well as providing pre-loan application management and post-loan financial management technical assistance with HWCC-FACC clients/borrowers. They will also be responsible for reporting, data management (collection, analysis and reporting), customer support and performance monitoring specific to financial assistance. This individual will provide financial management support to both FACC and HWCC. Selected candidate will allocate time between office headquarters of both organizations as part of the Wisconsin Community Lending And Networking Strategy (WI-CLANS).

Specific responsibilities and duties of this position include:

#### **Nonprofit Accounting/Bookkeeping Support**

- Support internal bookkeeping staff by reviewing and approving bookkeeping and accounting processes, including but not limited to: A/P, A/R, payroll, journal entries, and bank reconciliation in accordance to GAAP.
- Contribute to the development and implementation of annual financial goals, objectives and activities, and grant reporting.

- Work with outside accounting vendors on financial oversight, tax preparation, compliance reporting and auditing functions.
- Support FACC & HWCC staff in the development and analysis of the annual organization budget, including identifying and investigating trends and variances.
- Support the FACC & HWCC staff in the development of grant and loan proposal budgets and financial reports.
- Maintain accounting procedures, policies and systems of internal controls to ensure the integrity of all financial systems.

### **Loan Management & Compliance**

- Meet with loan applicants to obtain project and financial information for loan application completion and data collection purposes.
- Assist with the review of loan documents, files and agreements, to ensure that they are complete and accurate.
- Order and analyze credit histories for loan applicants and business owners.
- Assist in preparing a written credit analysis, summarizing that loan request; prepare a cash flow, collateral analysis; and repayment ability.
- Assist with managing loan portfolios.
- Assist with the preparation of closing documents and liens.
- Monitors compliance of all funding requirements and contracts.
- Assist with preparations for loan request presentations for loan committee review and approval.
- Assist in other loan officer duties, as needed.

### **Financial, Data & Compliance Management**

- Assist in preparing for loan compliance reporting and financial audits.  
Assist in preparing loan financial data - collection, maintenance, analysis and reporting.
- Prepare and manage all related financial assistance and business data required for funding partner reporting and compliance obligations.

### **Financial Management Technical Assistance**

- Develop and manage the business accounting technical assistance services.
- Provide on-to-one business/financial counseling to both prospective and current loan clients.
- Develop and coordinate financial related training and professional development opportunities for members, as well as current and potential clients.
- Assist with ongoing analysis of successful borrowers, delinquencies and defaults to ascertain TA best practices, in order to mitigate risks and facilitate borrowers' success in remaining current and in compliance with credit terms and conditions.

### **Customer Service**

- Develop and maintain existing relationships with borrowers and potential clients within target markets.
- Serve as a point of contact for various clients, borrowers and outside sources.
- Respond to loan applicant financial related inquiries.
- Assist in the creation of individual, organizational and collaborative initiatives, resources and TA opportunities that support current and potential clients.

### **General Administration**

- Support FACC & HWCC staff in performing day-to-day operational tasks.
- Prepare communications for clients, stakeholders and funders.
- Develop and present oral and written communications and information upon request.
- Other duties as assigned.

## Qualifications

- Bachelor's degree in accounting, finance, business or a related field preferred and/or 3-5 years of accounting/bookkeeping work experience.
- Professional experience working with Native American and/or Southeast Asian communities and cultures is a plus.
- Experience working in nonprofit/business multi-fund accounting, including experience tracking and reporting financial data for multiple grant funders, preferably with government grants.
- Advanced experience with QuickBooks, including all normal accounting transactions, GL management, budgeting, and reporting.
- Experience assisting with financial audits preferred.
- Experience in business, community, economic development or Community Development Financial Institutions (CDFI) preferred.
- Ability to conduct financial and data analyses; and track qualitative and quantitative data.
- Knowledge of database management systems and Excel spreadsheets.
- Must be detailed oriented.
- Ability to perform non-routine tasks requiring independent judgment and initiative.
- Strong entrepreneurial work ethic with the ability to work independently, as well as, collaboratively as a team member.
- Courteous, culturally-appropriate and business-like manner in dealing with stakeholders, co-workers and clients.
- Must embrace and promote a culture of individual and shared trust and accountability.
- Able to prioritize and manage multiple projects and tasks.
- Able to plan, organize, prioritize, and delegate work.
- Strong oral communication skills.
- Strong writing skills; ability to write clear and concise business communications.
- Ability to read and interpret complex work-related documents.
- Initiative to seek out and obtain approved professional development training/certifications.
- Ability and willingness to travel statewide as well as periodic out-of-state travel.

## Application Process

Candidates should send a resume and cover letter to: Nico Alamo at [nico@aiccw-facc.org](mailto:nico@aiccw-facc.org) by close of business, November 30, 2018.

Please type "HWCC-FACC Business Accounting Specialist" in the subject line of the email. Only email applications will be accepted. *No phone calls please.*



## **Business Development Assistant & Analyst**

**Job Title:** Business Development Assistant & Analyst

**Job Classification:** Exempt/Full-Time

**Reports to:** FACC & HWCC Executive Directors

### **Background**

First American Capital Corporation (FACC) is a Community Development Financial Institution (CDFI) and 501(c)(3) non-profit organization that was formed in 2002 by its sister agency, the American Indian Chamber of Commerce of Wisconsin (AICCW) - <http://www.aiccw-facc.org/> The mission of FACC is to perform business development activities that benefit Wisconsin's American Indian Country by increasing access to capital in the form of business loans, providing technical assistance services that strengthen the skills of our entrepreneurs, and by advocating for American Indian owned business opportunities, both on and off the reservations. The primary focus of FACC is operating a small business Revolving Loan Fund that makes loans to Native American owned businesses in Wisconsin. This increases access to capital for businesses in their target market. FACC also offers technical assistance services to these businesses to ensure quality support systems in place for American Indian owned business in Wisconsin.

The Hmong Wisconsin Chamber of Commerce (HWCC) is a Community Development Financial Institution (CDFI) and 501(c)(6) nonprofit organization - <http://www.hmongchamber.org/> The mission of HWCC is to provide financial resources and technical assistance to business and community development activities that improve economic opportunities in low-income and underserved communities. The primary focus is to provide economic development assistance in business planning, market analysis, marketing strategies, effective day-to-day business operations and much more. HWCC also acts as an advocate for the Hmong and Southeast Asian communities in Wisconsin regarding business and economic issues. Furthermore, HWCC is a forum for Hmong and Southeast Asian entrepreneurs to discuss successes and challenges and offering support.

### **Position Description**

The Business Development Assistant & Analyst is responsible for supporting business development/loan production, loan and related data management, administrative support, training, technical assistance, and managing stakeholder relationships. The primary duties of this position are to develop and maintain business lending relationships through providing marketing and outreach efforts to prospective and existing clients from various target markets, in particular Native American and Southeast Asian communities.

They will also be responsible for data management (collection, analysis and reporting), customer support and monitoring. This individual will provide support to two non-profit organizations: FACC, and HWCC. Selected

candidate will allocate time between office headquarters of both organizations as part of the Wisconsin Community Lending And Networking Strategy (WI-CLANS).

Specific responsibilities and duties of this position include:

### **Outreach & Marketing**

- Promote the missions of FACC & HWCC, by traveling to and networking with American Indian and Southeast Asian owned businesses, trade groups, other chambers of commerce, tribal agencies, and any other business groups that would generate leads and contacts.
- Provide information and resources to state, tribal and federal governments, as requested.
- Act as a representative for FACC and HWCC as needed.
- Prepare presentations about FACC & HWCC's products and services.
- Develop and implement programs and networking opportunities to support members and customers.
- Assist in marketing, research, and outreach, in order to increase FACC & HWCC brand recognition and loan inquiries.
- Assist in the development of promotional and marketing materials.
- Liaise with FACC and HWCC partners and attend community events, as appropriate for the industry and position.

### **Business Generation**

- Identify and support potential clients with FACC & HWCC's loan products and services.
- Generate new business leads and loans for Native American and Southeast Asian owned businesses that are within the target markets.
- Manages relationships with clients, in order to facilitate additional business development opportunities, such as training, technical assistance, and minority and disadvantaged certifications.

### **Loan Development, Management & Compliance**

- Meet with loan applicants to obtain project and financial information for loan completion, data collection and annual reviews.
- Assist with managing existing loan portfolios.
- Ensure completion and compliance of all funding requirements, contracts and reports.
- Prepare for loan requests presentations for loan committee review and approval.
- Assist in other loan officer duties, as needed.

### **Financial & Data Management**

- Ensure the development and implementation of annual goals, objectives and activities.
- Assist in the development and management of annual budgeting, financial and grant reporting.
- Manage client impact data - collection, maintenance, analysis and reporting.
- Manage and maintain FACC and HWCC's impact database (OTIS) – specifically for technical assistance (TA) tracking.
- Assist with the management and updating of monthly cash and metrics reports.
- Assist with the preparation and updating of key performance indicator reports.

### **Customer Service**

- Develop new and maintain existing relationships with borrowers within target markets.
- Serve as a point of contact for various clients, borrowers and outside sources.

- Create individual organization and collaborative initiatives, resources and TA opportunities that support current and potential clients.

## **General Administration**

- Support FACC & HWCC staff in performing day-to-day operational tasks.
- Prepare communications for clients, stakeholders and funders.
- Develop and present oral and written information upon request.
- Assist in the coordination of events and fundraisers for FACC and HWCC.
- Other duties as assigned.

## **Qualifications**

- Bachelor's degree in a related field preferred and/or 3-5 years professional related experience preferred (e.g. Accounting, Administration, Economics, Entrepreneurship, Finance, Management, Marketing).
- Professional experience working with Native American and/or Southeast Asian communities and cultures is a plus.
- Knowledge of government grant and loan programs, including those accessible to minority owned businesses is a plus.
- Experience in business, community, economic development or Community Development Financial Institution (CDFI) experience, preferred.
- Ability to conduct financial and data analyses; and track qualitative and quantitative data.
- Experience with Excel and database management systems.
- Must be detail oriented.
- Strong entrepreneurial work ethic with the ability to work independently or collaboratively as a team member.
- Courteous, culturally-appropriate and business-like manner in dealing with stakeholders, co-workers and clients.
- Must embrace and promote a culture of individual and shared trust and accountability.
- Able to prioritize and manage multiple projects and tasks.
- Able to plan, organize, prioritize, and delegate work.
- Strong oral communication skills - public speaking experience a plus.
- Strong writing skills; ability to write clear and concise business communications.
- Ability to read and interpret complex work-related documents.
- Initiative to seek out and obtain approved professional development training/certifications.
- Ability and willingness to travel statewide as well as periodic out-of-state travel.

## **Application Process**

Candidates should send a resume and cover letter to: May yer Thao at [mayer@hmongchamber.org](mailto:mayer@hmongchamber.org) by close of business, November 30, 2018.

Please type "HWCC-FACC Business Development Assistant & Analyst" in the subject line of the email. Only email applications will be accepted. *No phone calls please.*