



JOB DESCRIPTION

Department	Finance
Job Title	Senior Accountant
Reports to	Corporate Accounting Manager

Job Summary:

The Senior Accountant is responsible for accounting and operational support across multiple loan funds, including maintaining accurate fund records, processing borrower invoicing, administering investor payments, and monitoring fund activity to support lending operations. This role works closely with internal teams and external stakeholders to ensure transactions are recorded accurately, funds remain in compliance with governing requirements, and adequate cash balances are maintained to meet lending needs.

Essential Job Functions:

Function/Responsibility
<ul style="list-style-type: none">• Maintain accounting records and activity for multiple loan funds, including cash activity, loan disbursements, repayments, interest income, fees, investor allocations, and other related transactions• Use loan servicing or loan management software to record, review, and reconcile loan-level activity and ensure data accuracy between subledgers and the general ledger• Prepare and issue borrower invoices for interest, fees, and other amounts due; monitor collections and follow up on outstanding receivables as needed• Process and reconcile payments to investors, including interest distributions, principal payments, and related reporting support• Monitor fund cash balances and projected liquidity to help ensure adequate capital is available for loan closings, advances, and ongoing lending activity• Track fund compliance requirements, covenant thresholds, borrowing base limitations, and other operational or regulatory requirements; escalate potential issues promptly• Perform monthly and quarterly reconciliations for cash, loans receivable, accrued interest, investor balances, and other assigned accounts• Prepare journal entries related to loan fund activity and assist with month-end and year-end close processes• Support internal and external reporting by preparing fund schedules, transaction summaries, compliance support, and audit documentation• Coordinate with lending, asset management, treasury, and accounting teams to ensure timely funding, accurate reporting, and efficient transaction processing• Maintain organized records, follow internal controls, and identify opportunities to improve fund accounting and loan administration processes• Other duties as assigned

Education/Certifications:

Bachelor's Degree in Accounting or Finance

Work Experience:

Previous accounting experience in lending, loan servicing, CDFI, or financial services is preferred. Experience working with multiple entities or funds, borrower billing, cash management, and investor payment processing is a plus.

Knowledge, Skills & Abilities:

The ideal candidate demonstrates strong accounting, analytical, and organizational skills, with careful attention to detail and the ability to manage multiple deadlines. The candidate must be comfortable working with loan software and accounting systems, reconciling complex transactions, and supporting borrower and investor activity with a high degree of accuracy. Strong Excel skills are required. The candidate should also have the ability to monitor compliance-related requirements, manage fund cash positions, communicate effectively with internal and external stakeholders, and identify opportunities for process improvement.

To apply email your resume to [Raymara Reeves](#), HR Manager.

About OCCH:

OCCH is an independent, mission-driven nonprofit corporation based in Columbus, Ohio, that works with private and public developers to create affordable housing opportunities. Since its inception, OCCH has raised over \$7 billion in private capital and invested in over 66,000 units of affordable housing in over 1,100 developments.

Our mission is to *advance the preservation, production, and management of affordable housing through collaborative partnerships and innovative thought leadership.* Our mission is at the heart of everything we do. Our core values are our building blocks and foundation. Our values of **CREATING: Collaboration & Communication, Respect, Expertise, Accountability, Trust, Innovation, INclusion & Growth**, will guide our behaviors, ensuring a consistent focus on quality and progress toward our vision. Ideal candidates will be passionate about our mission and exhibit our core values with a commitment to continuous improvement and growth.

OCCH is an equal opportunity employer. Equal employment opportunity is not only good practice - it is the law and applies to all areas of employment, including recruitment, selection, hiring, training, transfer, promotion and demotion, termination, compensation, and benefits. As an equal opportunity employer, OCCH prohibits unlawful discrimination based on race, religion, creed, color, national origin or ancestry, sex, age, marital status, sexual orientation, gender, gender identity, gender expression, genetic expression, disability, veteran or military status, or any other basis that would be in violation of any applicable federal, state or local law.