



JOB ANNOUNCEMENT: ACCOUNTING ASSOCIATE

Position Description

Invest Detroit is seeking an Accounting Associate who will be responsible for maintaining portfolio balances and completing loan transaction processing. As a nonprofit lender, this is a mission-critical role that supports our efforts to finance catalytic projects that positively impact Detroit communities. Primary responsibilities will include processing loan payments, invoicing, report preparation, and follow-up with staff and clients. This position joins a dedicated and experienced team focused on real estate and small business development to expand economic growth and opportunity across more Detroit neighborhoods.

About Invest Detroit

Invest Detroit is a nonprofit lender, investor, and partner that supports business and real estate projects that will ignite economic growth. Our goal is to increase density and job opportunities in a way that is strategic and inclusive. We are a highly effective and hard-working team that values collaboration, inclusivity, partnership, commitment to our mission, and drive mixed with humor. As a rapidly growing organization we are looking for team members who can help bring new efficiencies, data-driven approaches, and work-related experience with technology.

To learn more about Invest Detroit, please visit www.investdetroit.com.

Responsibilities

- Reconcile loan and investment level detail to company financial accounting system
- Track loan and investment balances, fees, and reserves
- Generate monthly invoices
- Process loan payments, including ACH loan payments
- Prepare weekly aging reports
- Prepare monthly portfolio reports
- Set up loans and investments in the TEA loan accounting system

Qualifications

The ideal candidate will have the following qualifications and background:

- Bachelor of Business Administration, Accounting or Finance preferred
- Minimum two years of experience in accounting preferred



- Excellent writing, verbal communication, organizational and interpersonal skills are required
- Ability to problem solve and engage with staff and third parties when issues arise
- Strong attention to detail, and mathematical and analytical skills are a must
- Computer skills, including proficiency with Microsoft Office, and advanced knowledge of Excel
- Experience with loan operations and loan accounting systems is a plus

To Apply

Please forward your resume and cover letter, outlining how your skills and experience meet the qualifications of the position to Resume@investdetroit.com. Please include "Accounting Associate" in the subject line and indicate how you heard about this opportunity in the email.

Invest Detroit offers excellent benefits and a competitive salary, commensurate with experience and skills. Invest Detroit is an equal opportunity employer committed to diversity in the workplace.