



Financial and Compliance Analyst

Full-time 40 hrs/week

Southern CA (Hybrid: Remote/In-Office)

www.accessity.org/accessity-careers (619) 795-7250

About Accessity

Accessity's mission is to open doors of financial opportunity for entrepreneurs who have historically had less access to capital and business support, including entrepreneurs of color, women, immigrants, and low- to moderate-income business owners. Through access to capital, technical assistance, and long-term support, we help entrepreneurs build sustainable businesses that support their families and strengthen our communities through job creation and retention.

Headquartered in San Diego, Accessity is a certified **Community Development Financial Institution (CDFI)** serving Southern California, including San Diego, Los Angeles, Orange, San Bernardino, Riverside, Ventura, Santa Barbara and Imperial Counties. We provide small business loans of up to \$250,000 and connect entrepreneurs to a strong ecosystem of support.

Learn more at www.accessity.org.

Position Overview

We are seeking a Financial Analyst to support financial reporting, grant tracking, and data integrity across the organization. This role is critical to ensuring accurate financial statements, reliable grant reporting, and consistency across systems. The analyst will work cross-functionally with Finance, Development, and Lending teams to support reporting, compliance, and process improvements. This is a hands-on role focused on execution, accuracy, and improving reporting workflows over time.

Key Responsibilities

1. Financial Reporting & Analysis

- Prepare monthly financial reports and support variance analysis (budget vs. actual)
- Create board, management, and audit-ready reporting packages
- Analyze key revenue streams including lending income, grants, and contributions
- Support month-end close processes and reporting timelines

2. Grant Tracking & Reporting

- Track grant activity including budgets, expenditures, and remaining balances
- Develop financial reports for funders and grant compliance requirements
- Work with Development and Finance to ensure proper allocation of expenses to grants
- Maintain grant tracking schedules and supporting documentation
- Assist in monitoring restricted vs. unrestricted funding and release of restrictions
- Drive consistency between grant reports and financial statements

3. Data Management & Reporting Support

- Maintain and update recurring reporting files and templates
- Compile and validate data from multiple systems
- Ensure consistency and accuracy across reports
- Support ad hoc data and reporting requests (24–48 hour turnaround)

4. Reconciliation & Data Integrity

- Assist in reconciling data across systems (e.g., accounting vs. lending platform)
- Identify and resolve discrepancies in financial and grant reporting
- Support documentation of reporting logic, assumptions, and processes

5. Process Improvement

- Identify opportunities to reduce manual work in reporting workflows
- Improve Excel models and reporting templates for efficiency and accuracy
- Support transition toward more automated and scalable reporting processes

6. Cross-Functional Support

- Partner with Accounting/Finance, Development, and Lending teams to gather and validate data
- Help ensure alignment between financial reporting and programmatic data

Qualifications:

- Bachelor's degree in finance, accounting, economics, data analytics, information systems, or related field.
- Strong Excel skills including advanced formulas, VBA and data analysis.
- Experience working with financial or operational reporting environments preferred.
- Familiarity with financial systems, reporting tools, or automation tools preferred.
- Strong analytical and problem-solving skills.
- Detail oriented with strong organizational abilities.

Compensation & Benefits

Salary Range: \$70,000 – \$75,000 annually (Exempt). Compensation based on experience and qualifications. Discretionary annual lump-sum bonus has been fully funded for the past 5 years.

Accessity offers a supportive and inclusive work environment with a competitive benefits package, including:

- Medical, Dental, Vision, Chiropractic, and Acupuncture coverage
- Employee Assistance Program (EAP) and support hotline
- Aflac supplemental insurance
- 403(b) retirement plan with employer match
- 12 paid holidays
- Paid Time Off (PTO) and sick leave
- One paid birthday and one paid volunteer day annually
- Term life and disability insurance
- Company-paid training and professional development
- Internet stipend

Work Environment

This is a full-time position based in Accessity's Southern California service area. Accessity operates in a **hybrid work environment**, combining in-office and remote work.

Physical Demands

The physical demands described are representative of those required to successfully perform the essential functions of the role. Reasonable accommodations may be made for individuals with disabilities. This role requires the ability to sit, stand, walk, use hands and fingers for repetitive tasks, reach, communicate verbally, and occasionally lift to 25 pounds. Visual acuity for close and distance work is required.

Equal Opportunity Employer

Accessity is proud to be an Equal Opportunity Employer. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. Employment decisions are based on merit and business needs. We do not discriminate based on race, religion, color, national origin, gender, gender identity or expression, sexual orientation, age, marital status, veteran status, or disability status.

To Apply: Please email your cover letter and resume to hrrservices@accessity.org. Due to the high number of applicants for this position, we will only be able to contact those we would like to interview.