



## **Executive & Finance Assistant**

The Tucson Industrial Development Authority (Tucson IDA) is a mission-driven organization dedicated to fostering economic growth, affordable housing, and community development in Tucson. Our subsidiary, Groundswell Capital, is a nonprofit lender and Arizona's first green bank. Combined, we have deployed over \$600 million in Private Activity Bond funding and over \$10M in small business capital. We empower nonprofits, businesses, and local governments to build resilient, equitable communities. Tucson IDA and Groundswell Capital play a pivotal role in financing innovative programs that create opportunities for underserved populations, drive economic development, and address pressing challenges like climate resilience and affordable housing.

The **Executive & Finance Assistant** is a critical position that created a bridge between executive leadership and operational execution. They are responsible for supporting the Director of Finance with accounting cycle tasks such as AR/ AP and preparing monthly financial reporting. Additionally they will support the leadership team in operational and executionary priorities, such as Board Meeting preparation, communications, and organizational efficiency of the office. The ideal candidate would have experience working with growing organizations, and at a minimum, have some non-profit, government, or other fund accounting experience. They should also understand internal controls and be able to ensure compliance with all controls and accounting policies. They should also be adaptable to the changing landscape and needs of the organization in its unprecedented growth period.

This position will be a full-time, on site position.

### **Essential Duties and Responsibilities**

#### **Accounts Payable**

- o Process and code all accounts payable and properly code to grants or programs.
- o Print checks or pay via ACH/online bill pay.
- o Respond to vendor inquiries vendor relations
- o Prepare and present a weekly AP report to the Controller, and enter and record bank and credit card transactions.
- o Prepare a monthly bank and credit card report, and reconcile all bank and credit card accounts.

#### **Cash and Cash Receipts**

- o Post daily cash receipts, including account transactions and physical checks.
- o Maintain and update a weekly cash flow report for management.

#### **Reporting**

- o Assist and prepare monthly and quarterly report packages.

#### **Audit**

- o Assist Director of Fiance and Accounting team with annual audit preparation and data requests



**tucson ida**  
INDUSTRIAL DEVELOPMENT AUTHORITY

**GS** GROUNDSWELL  
CAPITAL

### **Knowledge, Skills, & Abilities:**

- Five or more years of accounting experience, with a minimum of two years in a nonprofit or government setting, with nonprofit and grant experience preferred.
- Bachelor's degree or equivalent work experience.
- Experience in lending, working with small businesses, and/or grant management is a plus.
- Excellent organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Highly proficient in technology, including Excel, google suite, and project management software
- Understanding of and ability to adhere to generally accepted accounting principles,

### **Benefits:**

Tucson IDA offers a comprehensive benefits package, including:

- Health, dental, and vision insurance
- Competitive retirement plan
- Generous PTO and parental leave
- Additional employee perks

This role is a full-time, exempt, in-office position.

### **Inclusivity Statement:**

We are committed to fostering a diverse, inclusive, and equitable workplace. We welcome candidates of all backgrounds and do not discriminate based on race, color, religion, gender identity or expression, age, national origin, disability, marital status, sexual orientation, military status, or any other characteristic protected by law.

### **How to Apply:**

To apply, please email your application to [admin@tucsonida.org](mailto:admin@tucsonida.org). Include the following in your submission:

- A resume
- A cover letter outlining your qualifications and vision for the role
- A writing sample that highlights your communication and analytical skills

This is a high-priority position, and we will review applications on a rolling basis