



*Building Healthy Communities  
Where Low-Income  
People Live and Work*

Charles Clark

*Chair of the Board*

Elyse D. Cherry

*Chief Executive Officer  
Boston Community Capital*

*President*

*Boston Community Venture Fund*

DeWitt Jones

*President*

*BCC Solar Energy Advantage*

*President*

*Boston Community Managed Assets*

Rebecca L. Regan

*Chief Operating Officer  
Boston Community Capital*

*President*

*Boston Community Loan Fund*

Patricia Hanratty

*President*

*NSP Residential LLC &  
Aura Mortgage Advisors LLC*

#### *Affiliates*

**BOSTON COMMUNITY  
LOAN FUND**

**BOSTON COMMUNITY  
VENTURE FUND**

**BOSTON COMMUNITY  
MANAGED ASSETS**

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## **Accounting Associate - support Mortgage Foreclosure Business & other Non-Profit Reporting**

### **Job Description**

Support the Controller and Mortgage specialists in billing, collecting, and reporting for our new rapidly growing Mortgage business unit. Company is in high growth phase with great opportunities for advancement. Focus will be on improving systems and processing while researching access to a mortgage servicing system once loans are more seasoned and volume reaches appropriate levels. Seeking someone who works well with others and can adapt to changing systems and work load. Expect that initially the position could be accomplished part-time.

### **About the Company**

Boston Community Capital is a Community Development Financial Institution with a 25 year track record of helping to build healthy communities where low income people live and work. Over the last two decades, BCC has developed from a small, local community loan fund into a nationally recognized, award winning CDFI with nearly \$600 million in assets under management, having financed over 10,000 units of affordable housing and helping to create more than 2,000 jobs. We are an innovative, entrepreneurial organization that values high performance, initiative and hard work. Management and staff are committed to success and community involvement.

### **Experience**

2-5 years in accounting or bookkeeping experience. Past experience in the financial services or mortgage industry not required. Candidate should be very comfortable with Excel, Word and accounting systems similar to ACC-PAC. Person needs to work well gathering data from a variety of sources and enjoys interacting with others to accomplish tasks. It is important that candidate is comfortable interacting with customers to collect and process payments.

### **Personal characteristics**

Flexible, self directed, and someone who easily learns and adapts to new systems and processing requirements.

Salary commensurate with experience. Position provides excellent benefits and vacation. Flexible hours available and part-time hours a possibility.