

COMPLIANCE ANALYST

SUMMARY

Arkansas Capital Corporation (ACC) is a private, nonprofit project finance company formed in 1957 by business leaders in Arkansas who saw the need to transform the state from an agricultural-dominated economy to a more diverse commercial economy. Through its affiliates and subsidiaries, ACC partners with commercial banks, small businesses, and others from the private and public sectors to create and preserve employment opportunities and stimulate economic development in Arkansas and its bordering states. Since its creation, ACC and its partners have deployed more than \$2.34 billion to small businesses and economic development projects.

ACC is seeking a Compliance Analyst to provide support for its subsidiary, Heartland Renaissance Fund (HRF), a Certified Development Entity that has received \$425M of the CDFI Fund's New Markets Tax Credits (NMTC) since 2003. HRF provides flexible, below-market rate financing to projects focusing on creating quality jobs and catalytic economic growth in low-income communities. This position will work closely with the HRF Vice President to advance the NMTC lending activities and to support borrowers to ensure compliance with CDFI Fund program requirements.

DUTIES AND RESPONSIBILITIES

Pipeline Development, Loan Servicing and Portfolio Management

- Assist with the collection and management of loan intake forms and due diligence.
- Assist with NMTC Loan servicing, including interest, fee and tax payments, and in coordination with Finance Team, process loan payments and distributions.
- Assist with preparation of risk ratings for the NTMC portfolio.
- Facilitate project site visits.
- Assists with the preparation of investment memos for internal Loan Committee, Advisory Board and Governing Board.
- Assists with the opening of all required bank accounts.
- Maintain loan files on all projects.

Compliance and Reporting

- Collects compliance reporting from Sponsors/Borrowers
- Assist in preparing the organization's annual NMTC and CDFI-FA reporting submission to the CDFI Fund.
- Assist with accounting and financial reporting, including preparation of work papers for annual audits and tax filings and financial and related reports to investors.
- Supports preparation of annual reporting to AERIS, Opportunity Finance Network, CDFI and NTMC Coalitions.
- Collect and enter annual community impact reporting for each project for the CDFI-FA and NMTC programs.

This list of duties and responsibilities is not intended to be all-inclusive and may be expanded to include other duties or responsibilities that management may deem necessary from time to time.

Strong project management skills, attention to detail, and the ability to manage multiple assignments and meet deadlines.

Self-starter experienced in demonstrating a high level of aptitude for customer service and problem solving.

Excellent communication skills, both written and verbal, and a passion for our mission.

Strong computer skills with proficiency in Excel.

EDUCATION AND EXPERIENCE

Bachelor's degree from four-year college or university