



Position: Open Access Fellow

Location: Hybrid- NEF Office Locations: Chicago, New York, Portland, and Providence

Who are we: National Equity Fund, Inc. (NEF), a leading non-profit syndicator of low-income housing tax credits (LIHTC). NEF is seeking an **Open Access Fellow**, if you're a graduate or current graduating senior from an accredited institution looking to make a difference in the affordable housing industry, then this may be the opportunity for you.

Essential Duties:

- Assist in the review of annual audits and tax returns for each tax credit investment.
- Update internal financial schedules for all Funds.
- Assist with external auditor inquiries and communications to enable the completion of the annual Fund audits and tax returns.
- Assist in the updating of financial models of tax credit investments for Quarterly Investor Reports.
- Become proficient in the NEF's portfolio management database, and responsible for finance-related fields and data management (ensure completeness and accuracy); and
- Assist with special projects as needed.

FELLOWSHIP DETAILS:

- Temporary part-time position
- 3-month paid fellowship
- Working within a hybrid capacity

If you're a talented, ambitious, and self-driven individual who fits the criteria above, we look forward to hearing from you. To apply, please send your resume to: HRTeam@nefinc.org with Open Access Fellow in the subject line.

NEF IS AN EQUAL OPPORTUNITY EMPLOYER