

Title: Finance Assistant

Position: Work as part of The Well CDC's administrative team to execute the vision of The Well CDC by leading and developing an internal team to support the following areas: finance, business planning, budgeting.

Compensation: Part Time, 20-25 hours per week at \$18.00/hour

Responsible to: Finance Director

Mission Statement: We invest in people through the built environment.

Main Objective: To use your talents to assist The Well CDC in maintaining a complete and accurate record of all the financial transactions in a systematic orderly, logical manner. This would include data entry of financial transactions, assisting in the preparation of financial reports and statements, processing invoices and assisting and support staff with financial needs and questions.

Job Description:

I. General

- a. Be an active participant in the general organizational efforts of The Well CDC.
- b. Be a public and private advocate for The Well CDC.
- c. Be a team player who actively works to support all aspects of the monthly accounting processes including maintaining daily transaction, processing payroll, generating invoices and bank deposits.

II. Financial Management

- a. Collect and input revenue and expenses from the various departments.
- b. Prepare and take all deposits to the bank on a weekly rhythm
- c. Manage and execute accounts payable and accounts receivable.
- d. Be proficient in QuickBooks
- e. Support the Finance Director in financial reporting.
- f. Assist with the monthly bank reconciliation.

III. Other Areas of Influence

- a. Work with the Finance Director to support growing all areas of The Well CDC programming: Restoring Housing, Creating Economy, and Supporting Place.
- b. Assist in the yearly audit.
- c. Build relationship with vendors and co-workers to ensure efficient payment of all outstanding liabilities.
- d. Work closely with Fund Development to ensure that Finance is capturing all pledge receivables.

IV. Expectations

- a. 20-25 hours per week
- b. Meet with Finance Director on a bi-weekly rhythm.
- c. Common Business Courtesy
 - i. Return phone calls and emails within 24 hours
 - ii. Be on time for meetings, events, and programs
- d. Maintain a neat and organized workspace
- e. Adhere to related staff policy and procedures
- f. Be willing to attend and plan evening and weekend staff events, community events, and organization



THE WELL CDC
RESTORING CREATING SUPPORTING

Flourish Communities, Thriving Individuals

fund development opportunities.

- g. Assist with other The Well CDC staff or tenants when needed or asked.

Thank you for your interest in joining the team at The Well CDC. Please submit your cover letter, resume, and reference sheet (3-5 references) to Shelley Goodrich by July 29, 2022. Please email them to shelley@thewellakron.com -or- drop them/ mail to:

The Well CDC
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