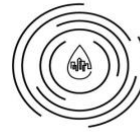


We invest in people through the built environment.



THE WELL CDC
RESTORING CREATING SUPPORTING

Title: Accounting Coordinator

Position: Provides bookkeeping and general accounting support for The Well Community Development Corporation (“The Well CDC”) executive leadership team and program leads.

Compensation: Salary exempts role. Salary is range \$45,000 to \$55,000. Comprehensive benefits package includes medical, dental, vision and 401(k).

Responsible to: Senior Director, Finance and Operations

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

Main Objective of the Job: The Accounting Manager at The Well CDC manages the organization's financial planning, accounting practices and record keeping, as well as the financial and regulatory compliance with regulatory agencies, independent audit firm and any 3rd party agencies.

Essential Duties and Responsibilities

- Active member of The Well CDC Team
- Prepare financial documents to support the Executive Leadership Team and Program Leads
- Ability to communicate financial statements, projections and budgets

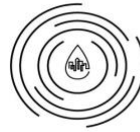
Finance

- Review expense allocations with Finance Director annually or as changes occur throughout the year.
- Work with Finance Director on the budget forecasting process (mid-year update and annual) and our annual operating budget.
- Provide month end compilation reporting package including statement of financial position, statement of activities, schedule of property and equipment, schedule of debt, schedule of key financial metric and actual to budget analysis

Accounting

- Develop and maintain Monthly Financial Statements and Budgets and Financial Plans on our digital platform
- Perform accounting functions to maintain the general ledger, accounts payable, receivables, prepaid schedules, and allocation of administrative overhead expenses
- In coordination with the Executive Director and Senior Finance Director, create and monitor organizational and project budgets as needed
- Prepare for and coordinate annual audit and 990 filing
- Provide the necessary support to Program Leads to ensure programmatic success through cost analysis support, and compliance with all contractual and programmatic requirements (i.e., grant reporting, key metrics, government regulatory requirements, etc.)
- Track and provide monthly reporting for restricted fund balances
- Oversee our bi-monthly payroll process that includes coordinating with our 3rd party processor

We invest in people through the built environment.



THE WELL CDC
RESTORING CREATING SUPPORTING

- Review and process all cash disbursements including weekly check processing.
- Prepare weekly check and cash deposits.
- Complete Month End Accounting close of the General Ledger including bank reconciliations.
- Other duties as assigned.

Expectations:

- Regular, predictable attendance.
- Strong communication skills, both written and oral
- Strong interpersonal skills including relationship and trust building, communication and listening, and personal engagement
- Professional maturity, diplomatic style
- Ability to juggle multiple priorities simultaneously
- Exceptional skills in prioritizing and project management, must be highly organized with superior attention to detail and accuracy, flexible work style
- High level of comfort in taking initiative and willingness to navigate new situations
- Can focus efforts to efficiently achieve measurable results consistent with the organization's mission, goals, and objectives
- Sound judgment, fiscal competence, and organizational business knowledge
- Places public interests above self-interests and focuses on the larger purpose or mission
- Assist with other The Well CDC staff or tenants when needed or asked.

Education and Experience

- Associates or a Bachelor's degree in accounting from a college or university
- Minimum of 2 years of accounting experience; experience working with real estate a plus.
- High proficiency in Microsoft Office (Word, Excel, PowerPoint and Outlook) and QuickBooks
- Non-profit experience preferred, but not required.

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 Dave Maynard. Please email them to dave@thewellakron.com -or- drop them/ mail to:

The Well CDC
647 East Market Street
Akron, OH 44304
330.815.1062