

Title: Accounting Manager

Position: Provides bookkeeping and general accounting support for The Well CDC executive leadership team and program leads

Compensation: \$65,000~

Responsible to: Finance Director

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

Main Objective:

The accounting manager at The Well CDC manages the organization's financial planning, accounting practices, record keeping, fund accounting, regulatory compliance, independent audit and any third party agencies.

Job Description:

I. Essential Duties and Responsibilities

- a. Active member of The Well CDC Team
- b. Prepare financial documents to support the Executive Leadership Team and program leads
- c. Ability to communicate financial statements, projections, and budgets

II. Finance

- a. Review expense allocations with Finance Director annually or as changes occur throughout the year
- b. Work with Finance Director on the budget forecasting process (mid-year update and annual) and our annual operating budget.
- c. 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 metrics and actual to budget analysis.

III. Accounting

- a. Develop and maintain monthly financial statements and budgets and financial plans on our digital platform
- b. Perform accounting functions to maintain the general ledger, accounts payable, receivables, and prepaid schedules, and allocations of administrative overhead expenses
- c. In coordination with the Executive Director and Finance Director, create and monitor organizational and project budgets as needed.
- d. 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 requirements, etc)
- e. Track and provide monthly reporting for restricted fund balances
- f. Oversee our bi-monthly payroll process that includes coordinating with our 3rd party processor

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- g.** Review and process all cash disbursements including weekly check processing
 - h.** Prepare weekly check and cash deposits
 - i.** Complete month end accounting close for the general ledger including bank reconciliations
 - j.** Other duties as assigned

IV. Expectations

- a.** Regular, predictable attendance
- b.** Strong communications skills, both written and oral
- c.** Strong interpersonal communication skills including relationship and trust, communication and listening
- d.** Professional maturity
- e.** Ability to juggle multiple priorities simultaneously
- f.** Exceptional skills in prioritizing and project management, must be highly organized with superior attention to detail and accuracy
- g.** Willing to take initiative
- h.** Sound judgement, fiscal competence, and organizational business knowledge
- i.** Public space interest above self-interest and focuses on the larger purpose or mission
- j.** Meet with your supervisor on a bi-weekly rhythm
- k.** Common Business Courtesy
 - i.** Return phone calls and emails within 48 hours
 - ii.** Be on time to meetings, events and programs
- l.** Maintain a neat and organized workspace
- m.** Adhere to related staff policy and procedures
- n.** Assist with other The Well CDC staff, as assigned

V. Education and Experience

- a.** Associates or greater in accounting from a college or university
- b.** Minimum of 2 years of accounting experience, desire to learn or experience in real estate is a plus
- c.** High proficiency in Microsoft Office and QuickBooks
- d.** Non-profit experience is helpful, 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
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