

**Title:** Accounting & Administrative Coordinator

**Position:** To support the Accounting Team, Executive Director, Board of Directors, and Leadership Team

**Compensation:** \$21.00 an hour / Full Time

**Responsible to:** Finance Director and Executive Director

**Mission Statement:**

We invest in people through the built environment. We seek a holistic approach to addressing systemic issues in order to improve the quality of life within the Middlebury neighborhood by fostering choice in housing, job creation and community pride.

**Main Objective:**

The Accounting & Administrative Coordinator will use their gifts and talents to create and maintain effective systems that support the daily operations of The Well CDC. This role provides direct support to the accounting team by processing transactions, reconciling QuickBooks, making deposits, and ensuring financial operations run smoothly and efficiently for The Well CDC and affiliates, as well as partner organizations

In addition, the position supports the Executive Director and Board of Directors through calendar coordination, email organization, board preparation, board communication, and governance-related tasks. The Accounting & Administrative Coordinator will also manage the office by supporting weekly administrative tasks, office organization, and basic HR processes to ensure a well-functioning workplace.

This position is full-time, for an unspecified duration, and constitutes *at-will* employment.

**Job Description:**

**I. Accounting**

- a. Ownership of processing transactions (invoices, credit cards, receipts)
- b. Maintain QuickBooks including clearing transactions and completing necessary account reconciliations.
- c. Pay vendors including processing checks / ach payments
- d. Prepare and make deposits
- e. Support the Finance Team with month-end financial reporting
- f. Primary bookkeeper for our partner organization Citizens Akron/Vincent House

**II. Executive Director**

- a. Read, sort, and prioritize emails and calendar requests
- b. Draft and prioritize external communication
- c. Utilize Microsoft 365 to maintain and prioritize communication for the Executive Director
- d. Maintain virtual (if needed physical) folders to keep documents and reports organized and accessible.
- e. Support the Executive Director and Associate Executive Director by coordinating schedules for development meetings and communications for small scale events.

**III. Secretary of the Board**

- a. Attend all board and committee meetings to scribe meeting minutes and communicate with members.
- b. Work with the board chair and Executive Director to communicate all essential information with the board of directors



- c. Support the staff in the creation of the agendas and presentation decks for all board and committee meetings.
- d. Support the organization by serving as the staff liaison to the board and committees

**IV. Office Administration**

- a. Maintain office supplies at 647 and Beaver Street office locations
- b. Manage incoming phone calls and direct appropriately
- c. Point person for the printer communication and needs
- d. General support for office management and leadership team tasks as assigned
- e. Support Human Resources needs

**V. Expectations:**

- a. Proficient in Microsoft 365
- b. Proficient in QuickBooks
- c. Hours: 40 hours per week
- d. Maintain regular office hours
- e. Common Business Courtesy
  - i. Return phone calls and emails within 24 hours.
  - ii. Be on time to meetings, events and programs.
- f. Maintain a neat and organized workspace.
- g. Adhere to related staff policy and procedures.
- h. Assist with other Well staff or tenants as needed.

Thank you for your interest in joining the team at The Well CDC. Please return your cover letter, resume, and reference sheet (3 references) to Zac Kohl at The Well CDC ([zac@thewellakron.com](mailto:zac@thewellakron.com)) at your earliest convenience. You can drop them off at the building, put them in the mail, or send an email.

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