



landscape art neighborhoods development

Open Position: Accounting Manager

Salary Range \$70,000 - \$75,000

Full time (40hrs/week), permanent employment - Cleveland, OH

Submit resume and application at [Indeed.com](https://www.indeed.com)

Well-designed and active public spaces make cities better. LAND studio advocates for, enhances, and connects Cleveland's public spaces to foster a competitive and welcoming city. For more than thirty years, we have managed a wide range of public art installations, cultural programming, and civic space development projects across the city of Cleveland and surrounding communities. The organization's mission is to create places and connect people through public art, sustainable building and design, collaborative planning, and dynamic programming. Our vision is to make Cleveland a city filled with vibrant, textured places that unite, inspire, and enrich its people.

We acknowledge our role as stewards of public space and investments in the arts. We are committed to continuously improving our work to more fully reflect Cleveland's diverse neighborhoods and eliminate barriers to participation. We are committed to creating and maintaining opportunities for everyone, regardless of race, gender, ability, or the community in which they live.

Description:

We are seeking a dynamic, full-time accounting manager to supervise, track and evaluate day-to-day activities. Accounting manager responsibilities include financial statements, account reconciliation, project budgeting, and grant financial reporting. Qualified candidates will work closely with our accounting team, project managers, and management.

Responsibilities include:

- Prepare, review, and analyze monthly and quarterly financial statements including balance sheet and statement of revenues and expenses with variances to the budget
- Assist with the preparation timeline, process, and worksheets for the development of and revisions to annual program and organizational budgets, including entry into the accounting system
- Understanding of the organization's programs and funding sources in order to review, advise, and record financial transactions
- Compile and analyze financial information to prepare entries to the general ledger, documenting business transactions
- Reconcile and analyze general ledger accounts and program accounts as required
- Reconcile bank statements and monitor cash balance
- Develop management reporting as needed for program, department, and grant management
- Review accounts payable and accounts receivable processing
- Prepare year-end work papers for the annual external audit and Form 990 and assist in the annual audit process
- Monitor accounting process for internal compliance
- Assist with benefits administration and management of the third party IT services

Education and Qualifications:

- Bachelor's degree in accounting
- At least 5 years of experience, nonprofit experience a plus
- High-level proficiency in Microsoft Office applications
- MIP and Nexonia program experience a plus
- Strong knowledge of financial reporting and internal controls required
- High attention to detail and accuracy
- Ability to effectively manage multiple initiatives in a fast paced environment
- Excellent analytical and organizational skills
- Must possess strong written and verbal communication and interpersonal skills
- Ability to work collaboratively across departmental functions

Benefits:

- H.S.A. medical, dental, vision, and life insurance
- 403b savings plan and employer match
- Paid holidays and paid time off
- Parental Leave

Office Location: Cleveland, OH 44113

- In-office and remote hybrid, currently fully remote due to COVID-19 pandemic

Physical Requirements/Working Conditions:

- Climate controlled open office environment
- The capability to work from home or remotely as needed
- Prolonged periods sitting at a desk and working on a computer
- Standard work hours with possible exceptions when needed
- Possible project site visits or off-site events
- While performing the duties of this job, the employee frequently is required to remain stationary during standard work hours; move through the building; and operate a computer and other office productivity machinery such as copy machine, scanner and computer printer
- The employee in this position frequently communicates with staff and outside partners. Must be able to exchange accurate information in these situations
- The employee must occasionally lift or move office products and supplies, up to 20 pounds
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

LAND studio is an Equal Opportunity Employer and value workplace diversity. We do not discriminate against any employee or applicant because of race, color, sex, age, national origin, religion, sexual orientation, gender identity or expression, status as a veteran and basis of disability or any other federal, state or local protected class.

The Accounting Manager job opening is available effective March 9, 2022 and is expected to remain open the duration of one month. Please see our job posting on [Indeed.com](#) to submit your application and resume for consideration. For more details about LAND studio, please see our website at [LAND-studio.org](#).