

Comptroller & Accounting Manager Job Description

The **Cleveland Restoration Society** is a dynamic non-profit, 501(c)(3) organization dedicated to the preservation of greater Cleveland's historic resources. The Society advocates for the preservation of historic landmarks, promotes awareness of historic resources through exciting events and publications; operates a Sacred Landmarks Assistance Program to aid the caretakers of religious landmarks with repair and maintenance issues, operates the Heritage Home ProgramSM, a unique homeowner assistance program, in 45 cities and villages in Cuyahoga, Geauga and Lorain Counties and owns a small portfolio of historic homes.

The Comptroller & Accounting Manager is a full-time position (40 hours per week) for all accounting and business affairs of the organization with an annual budget of over \$3.0M. The Comptroller & Accounting Manager reports to the Chief Operating Officer, works closely with the President, Treasurer, and program staff, and is the staff liaison to the Finance Committee of the Board.

Responsibilities include:

- Work with the COO to establish the annual operating budget and to administer it effectively.
- Prepare all monthly, quarterly and annual financial statements for analysis, oversight and planning.
(Summary of Revenues & Expenses, Balance Sheet, Detailed of Current Assets, and Cash Flow Projections and cash account reconciliations)
- Oversee AR and AP functions including monitoring the organization's cash flow.
- Oversee Escrow accounting in conjunction with the Heritage program staff.
- Work with the COO to maintain restricted accounts and the Endowment Fund, and to implement investment rebalancing activities.
- Be an important liaison with the City of Cleveland in fulfilling draw-down requests for public grants.
- Work with the Director of Development to establish budgets for grant requests and fulfill financial reporting required for various public & private grants requests.
- Communicate with program directors regarding the financial activity of their programs.
- Prepare and maintain sub-budget reporting for events and restricted funding.
- Work with an outside accounting firm related to the annual audit and tax return preparation.
- In conjunction with the COO, be an important the staff liaison for the Finance Committee; including analysis and presentation of financial information.
- Administer enrollments and election changes under employee benefit programs.
- Process payroll, time off tracking, related benefits and payroll tax filings utilizing outside payroll service.
- Prepare and maintain sub-accounts for acquired real estate.
- Work to improve efficiencies in areas of responsibility.
- Perform other duties as assigned.

Qualifications: The Comptroller & Accounting Manager must have a BS in accounting or commensurate experience, a strong background in organizational finance, including the development of financial statements, and business operations. Experience in the non-profit sector is desirable but not a prerequisite for the experienced candidate. Financial analysis and forecasting skills are necessary. An excellent working knowledge of business software programs, including QuickBooks, Excel, and Word, and the facility to learn new programs is a prerequisite to successful implementation of this job. A team worker with the ability to work successfully with a range of people, including staff members, trustees, and officials from governmental funding agencies are necessary.

Salary: Salary will be commensurate with the training and experience of the successful candidate.

Benefits: The successful candidate will enjoy a supportive professional work environment which includes a flexible work schedule and a work-from-home arrangement. Fully funded health insurance is provided after a 90-day period of service. Time off includes nine (9) paid holidays, two weeks of vacation and one week of personal time off. The organization sponsors a retirement program which matches employee contributions 100% of the first 6% of gross salary.

Applications: All applications should be submitted prior to April 15, 2024 by email to Tom Jorgensen, Chief Operating Officer of CRS, at tjorgensen@Clevelandrestoration.org and should include:

1. A résumé;
2. Copies of any college or graduate school transcripts; and
3. A sample special accounting schedule in Excel such as a sample cash flow projection, a sample profit and loss statement for an event (such as a benefit, luncheon, or tour), or a sample budget for a special project (any project – it doesn't matter).