

CCWDB JOB POSTING

Position Title: Accountant

Type: Professional

Division: Finance

Location: Cleveland, local partial remote

Salary range: \$58-60,000

This is an exciting opportunity to join the newly launched nonprofit Workforce Development Board (the Board) serving Cleveland and Cuyahoga County, at a time the Board is re-envisioning its leadership role, organizational structure, and strategic direction for the future.

The Cleveland-Cuyahoga County Workforce Development Board (CCWDB) serves as the advisory body for the City of Cleveland and Cuyahoga County Department of Workforce Development. The CCWDB fulfills the functions outlined in the Federal Workforce Innovation and Opportunity Act, including providing public policy guidance and exercising oversight of local programs of workforce activities. The mission of the CCWDB is to develop and implement innovative partnerships and services that meet businesses' needs for qualified talent and provide residents access to careers and economic mobility. The CCWDB strives to establish and provide impactful workforce services driving the success of business and economic opportunity, improving racial and economic equity for Cleveland and Cuyahoga County residents.

The successful candidate will be responsible for:

- Maintaining fiscal control and operations to ensure accountability and compliance with established policies and federal, state, and local regulations.
- Under Director of Finance's supervision, performing timely and accurate accounting of revenues and expense, within a framework of established regulations, policies, and procedures.
- Coordinating accounting activities; accounts payable, accounts receivable, appropriation. transfers/adjustments, appropriation increases/decreases.
- Establishing and maintaining accounting systems of specifically designated data.
- Maintaining computer generated systems and reports.
- Processing and reviewing contractual and legally binding documents.
- Recommending internal accounting procedures.
- Familiarity with and able to manage required systems (i.e. Financial Edge NXT, ARIES, CFIS, etc.).
- Assisting with audits of training providers accounts under the Direction of the Compliance & Contracts Officer.

- Serving as liaison to other agencies regarding fiscal matters.
- Ensuring appropriate authorizations/signatures are in place for all accounting tasks and accuracy of fund accounting and coding for grants
- Maintaining effective and efficient operations within the office.
- Maintaining filing system to manage correspondence, records, and files.

MINIMUM QUALIFICATIONS:

- Bachelor's degree or master's degree in finance, accounting, public administration or relevant field
- CPA preferred but not required
- Three or more years of experience in related field
- High-level knowledge and skill in the use of a personal computer and Microsoft Office programs including: Word, Excel, E-mail, PowerPoint and other software programs needed to perform job duties, including Blackbaud Financial Edge NXT.
- Ability to learn and apply position-specific technical applications
- Strong research skills
- Strong written and verbal communication skills
- Strong organizational skills
- Must be legally authorized to work in the United States

*Desired salary, cover letter and resume required. Applicants must submit electronically to Laura Chalker at laura.chalker@jfs.ohio.gov.