

CCWDB JOB POSTING

Position Title: Accounting Assistant

Type: Professional

Division: Finance

Location: Cleveland, local partial remote

Salary range: \$56-58,000

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:

- Supporting operations to ensure compliance with established policies, procedures and federal, state, and local regulations.
- Implementing accounting activities; entering and monitoring accounts payable, accounts receivable, appropriation transfers/adjustments and appropriation increases/decreases.
- Maintaining accounting data, documentation and reports in designated systems.
- Following internal accounting procedures.
- Familiarity with and able to manage required systems (i.e. Financial Edge NXT, ARIES, CFIS, etc.).
- Ensuring appropriate authorizations/signatures are in place for all accounting tasks and accuracy of fund accounting and coding for grants.
- Maintaining established effective and efficient operations within the office.
- Managing filing system to manage correspondence, records, and files.

MINIMUM QUALIFICATIONS:

- Associate degree in accounting or related field preferred.
- Combination of education, training and experience will be evaluated and weighted accordingly.
- Knowledge of fundamental techniques, procedures, policies, practices, rules, and regulations governing office administrative and bookkeeping functions.
- 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.