

# FutureHeights

## Finance and Administration Manager Job Description

### Summary

FutureHeights is a nonprofit, community development corporation with a mission to facilitate an equitable, prosperous and vibrant future for Cleveland Heights and University Heights and to engage in and promote economic and social development through meaningful engagement of residents and collaboration with local organizations, businesses and governments.

The Finance and Administration Manager is an hourly, part-time position (approximately 16 hours per week) that reports to the executive director. The Finance and Administration Manager fills a critical role. General duties include performing a variety of bookkeeping and accounting duties in regards to financial record keeping and transactions, including accounts payable, accounts receivable and general ledger, and overall administrative support.

### Duties & Responsibilities:

- Prepares financial statements and reports.
- Assists with budget preparations.
- Prepares monthly billing of Heights Observer advertisers in a timely manner; monitors and posts the incoming payments; processes credit card payments.
- Reconciles bank accounts and provides monthly reports to Executive Director; keeps clear records of all accounts receivable and alerts Executive Director and Advertising Sales Manager to past-due accounts in a timely manner.
- Follows up past-due accounts on a regular basis until resolved.
- Prepares monthly ad sales commission report and monthly check to Advertising Sales Manager.
- Administer Heights Observer classified ad sales page and assisting with classified ad design.
- Posts payments of membership dues and other donations.
- Processes vendor invoices and prepares checks for signature or on-line payment; ensures that all expenditures are appropriately categorized.
- Processes employee reimbursements in an accurate and timely manner.
- Processes financial reports and reimbursements for organizations for which FutureHeights acts as fiscal sponsor.
- Maintains general ledger.
- Makes bank deposits and receipts of money.
- Assists accountants with tax return preparation.
- Provides administrative support to the Executive Director, Board of Directors and its committees and task forces.
- Assists with the planning and execution of special events and public programs.
- Proactively maintains highly organized filing system; files invoices, payroll records, reimbursements, and other financial records.
- Human resources administration, including submitting monthly payroll, retirement plan contributions, and preparing annual 1099 forms.
- Demonstrates a high level of professionalism in dealing with confidential and sensitive issues.

- Manages the telephone, providing assistance and appropriate direction to callers.
- Performs other duties as assigned by Executive Director.

**Compensation** commensurate with experience. Work schedule is approximately 16 hours per week. Schedule can be somewhat flexible and will vary depending on events and projects. Some evenings or weekends may be requested to assist with FutureHeights-sponsored events.

**Qualifications and job requirements:**

- Associate's degree (AA/AS) or equivalent
- Minimum of two years of experience with office management, preferably in the nonprofit sector, and experience working with volunteers and the general public.
- Minimum of two years responsible accounting or bookkeeping experience including accounts payable, accounts receivable, payroll, general ledger and financial reports
- Strong organizational, problem-solving, and analytical skills; ability to manage priorities and workflow
- Strong mathematical skills and attention to detail
- Strong computer skills, including experience with Microsoft Excel
- Proficiency in QuickBooks
- Excellent verbal and written communication skills
- Demonstrate a strong ability to work well with a wide range of individuals and groups
- Ability to perform several tasks concurrently with ease and professionalism
- Familiarity with the Cleveland Heights and University Heights communities is preferred

**Contact:** submit resume, cover letter and references to:

Deanna Bremer Fisher  
Executive Director  
FutureHeights  
2843 Washington Blvd. – Suite 105  
Cleveland Heights, OH 44118

Or [dbfisher@futureheights.org](mailto:dbfisher@futureheights.org)

Note: please put the word "Finance and Administration Manager" in the subject line of your e-mail. No phone calls, please.