



FINANCE DIRECTOR JOB RESPONSIBILITIES

CHCURC Background

The College Hill Community Urban Redevelopment Corp. (“CHCURC”) is a non-profit community development corporation located in the diverse and historic College Hill neighborhood of Cincinnati. CHCURC works closely with residents, neighborhood organizations, business owners, and strategic partners to enhance our existing community assets and to promote a comprehensive development of the entire community. CHCURC’s mission is to revitalize the College Hill business district to improve the surrounding community.

CHCURC is currently focused on revitalizing the Hamilton Avenue Business District in College Hill as part of this mission. CHCURC’s approach is comprehensive and as such CHCURC is creating initiatives in the follow areas: Economic Development, Affordable Housing, Small Business Support, and Community Engagement.

Finance Director Essential Responsibilities

- Develop monthly financial forecasts and annual budgets that provide strong financial guidance and Board engagement
- Monitor and ensure all financial commitments are met and look to the future for future financial opportunities
- Work with an external accounting firm to ensure quality data is provided for all reviews, audits, consultations and tax returns
- Develop, strengthen and document the organization’s financial processes to ensure strong controls and a governance culture that align with the Operations Committee and Board requirements
- Ensure that all contracts, invoices and other expenses are tracked and paid in timely manner and that all necessary lien waivers and reimbursements are filed.
- Manage and ensure all funding requirements are met and that all necessary reimbursements are handled timely and appropriately documented.
- Maintain all files, contracts and ensure all contractors have up to date Insurance and W-9s as required per specific projects.
- Manage all development and event financials with appropriate tracking verses the budget.
- Prepare and manages yearly operating budget for the organization with reporting and analysis available to Executive Director and Board.
- Lead yearly audit of financial records each year.



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- Oversee and ensure all cash receipts and disbursements are prepared and completed on a timely basis
- Handle all payroll related activities and all new hire personnel information/forms.
- Work with the Executive Director and Chief Operating Officer to manage all employee related matters, including tracking PTO and oversight of all potential benefits and payroll.
- Oversee all insurance coverages and yearly review of policies.
- Assist Property Manager in tracking monthly rent income, lease renewals, and all related expenses
- Monitor vendor contracts and services
- All other duties as assigned by the Executive Director

Requirements and Qualifications

- Bachelor's degree from an accredited University in an Accounting or Finance related major. Experience in the field may substitute for educational requirements.
- 2-3 years experience in Accounting or finance field (Non-profit or Development experience a plus)
- Integrity
- Emotional maturity
- Creative Problem solving skills
- Able to be flexible by working evenings or weekends, as necessary
- Ability to multi-task with various stakeholders to achieve goals
- Self-motivated
- Detail-oriented with strong written and oral communication skills
- Experience with a detailed general ledger system (Quickbooks a plus)

Compensation

Salary will be offered based on experience and expertise.

To Apply

Applicants shall send a resume via email with the below application filled out and a cover letter that outlines which areas the applicant is applying for, the applicants interest in, qualification for the position, and salary goals to CHCURC's Executive Director, Seth Walsh via email at seth.walsh@chcurc.com. Subject line should read: CHCURC Job Opportunity. Hard copies can be dropped off at the CHCURC office at 6107 Hamilton Avenue, Cincinnati, OH 45224.

CHCURC is proud to be an affirmative action employer.



College Hill CURC Employment Application
Due to the CHCURC Office, 6107 Hamilton Avenue,
or via email to seth.walsh@chcurc.com

Summary

The College Hill Community Urban Redevelopment Corporation (CHCURC) is seeking a Finance Director to begin work with the College Hill CURC in November 2021. In this role, the Finance Director will work with the small team of employees and the Board of Directors and Advisory Board Members to implement the mission of the College Hill CURC. Our mission is to revitalize the Hamilton Avenue business district.

In this role, the Finance Director will be responsible for managing all financial activities throughout the entire CHCURC organization. The Finance Director will report directly to the Executive Director and work closely with the Operating Committee.

Please fill out and answer the questions below and return, along with a cover letter and resume to be considered for the position. You can submit the application in person to the College Hill CURC office at 6107 Hamilton Avenue, Cincinnati, OH 45224 or via email to Seth Walsh, Executive Director, at seth.walsh@chcurc.com.

Applicant Information

Name: _____

Home Address: _____

Contact Number: _____ Best Time to Call: _____

Email Address: _____

Interview Preference: In Person / Phone / Google Hangouts

Interview Availability (select all that apply):

Morning (Before 9 am) / Work (9 am – 5 pm) / Evening (after 5 pm)





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Qualifications

Please tell us about yourself and include information regarding the items listed below:

- What is your vision for the role?
- What will the College Hill CURC be able to do to help you grow as a professional and person?
- Are you comfortable working irregular hours, such as evenings and weekends?
- Are you comfortable working in a small team?