



## COLLEGE HILL COMMUNITY URBAN REDEVELOPMENT CORP.

### COMPTROLLER 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 following areas: Economic Development, Affordable Housing, Small Business Support, and Community Engagement. Over the past several years, we have grown from a fully volunteer led community action group into an organization with 30+ properties, an operating budget close to \$2 million, and almost \$20 million in assets. This rapid growth has led to a need to quickly build our staff infrastructure to support the new demand.

#### Our Ideal Candidate

Our ideal candidate is someone with a finance related degree, who has the ambition, drive and ability to be leading the financial house of an organization. This role is designed to be learned on the job and we hope it quickly transforms into a CFO style role. The ideal candidate is self-directed and motivated, eager to take our existing set up and build/refine it into their own. They are excited to grow the organization and themselves.

The ideal candidate does not need to know everything but must have the ability to ask for help, problem solve, and innovative thinking to solve complex issues. Mentors and consultants will be available to help the ideal candidate learn and grow into the role.

#### Comptroller 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 for future financial opportunities
- Work with an external accounting firm to ensure quality data is provided for all reviews, audits, consultations and tax returns



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- Develop, strengthen and document the organization's financial processes to ensure strong controls and a governance culture that align with the Board requirements
- Ensure that all contracts, invoices and other expenses are tracked and paid in a 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.
- Manage all impact reports and reporting requirements as required by lending institutions, foundations, and other entities.
- 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 versus the budget.
- Prepare and manage the yearly operating budget for the organization with reporting and analysis available to the Executive Director and Board.
- Lead yearly audit of financial records each year.
- 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, Real Estate, 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)



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### **Compensation**

Salary will be in the range of \$55,000 - \$75,000 and offered based on experience and expertise.

### **To Apply**

Applicants shall send a resume via email 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](mailto: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.