

CONSERVANCY

FOR CUYAHOGA VALLEY NATIONAL PARK

1403 West Hines Hill Rd., Peninsula, Ohio 44264 | 330-657-2909 | www.conservancyforcvnp.org

Position Announcement **Accounting Manager**

February 23, 2024

Who are we:

Conservancy for Cuyahoga Valley National Park enriches people's lives and enhances our region by inspiring use, preservation, and support of Cuyahoga Valley National Park. We provide spaces for people to experience a thriving community and are a well-managed and sustainable organization, empowered to accept new challenges and explore new opportunities. Relationships with individuals, organizations and surrounding communities are at the center of the work we do.

We are committed to equity and justice in our organizational practices. We embrace diversity and practice inclusion internally and externally, assuring that all people are welcome in the park, in employment, in volunteerism and in Conservancy programs. We strive to provide a welcoming, collaborative, fun, and meaningful work environment and are committed to the health and well-being of our employees.

The Conservancy for CVNP is looking for a member to join our Finance Team. Under the direction of the Finance Director, the Accounting Manager is responsible for assisting with all financial aspects of the organization, including financial planning, analysis, and reporting. The Accounting Manager will supervise the full-time Bookkeeper. Our ideal candidate is detailed-orientated, an analytical problem solver, and successful multi-tasking and prioritizing various tasks. This role requires you to be successful working independently, as well as working cross departmentally with colleagues.

What you'll do:

Position Description, Essential Duties (other duties as assigned):

Essential duties include:

- Assist with preparation and reporting of monthly and annual financial statements.
- Responsible for supporting payroll procedures including the preparation of bi-weekly payroll.
- Assist with preparation of the annual operating budget by department.
- Assist with the annual audit including providing requested documentation; ensure that proper documentation is reviewed and available for use so that all purchases and receipt of revenues may pass independent and governmental audits.
- Responsible for entering and reconciling Blackbaud deposits.
- Supervise the bookkeeping tasks to ensure all duties related to accounts payable and accounts receivable are timely and accurate.
- Employee must be able to satisfactorily perform the essential duties/functions as outlined in the position's job description.

Qualifications:

- Bachelor's degree in business/accounting/financial management required. Two to five years of financial experience with the day-to-day financial operations of a Not-for-profit organization, including financial statement preparation, general ledger maintenance, auditing, annual tax filings, payroll, benefits administration and insurance.
- Must be proficient with Financial Accounting Software, Microsoft Suite, Internet and E-mail.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to demonstrate strong presentation, persuasion, oral and written communication skills.
- Ability to be self-organized and approach tasks with a systematic approach.

- For mileage reimbursement the driver must have a valid Driver's License and evidence of insurability.
- Reliable transportation is required.
- Must be able to travel to multiple locations throughout CVNP on a daily basis.
- Every Conservancy employee must understand and value racial equity as an organizational operating principle and be committed to continued learning on issues related to race, equity, diversity, and inclusion.
- All employees of the Conservancy for Cuyahoga Valley National Park are required to submit to a background check and/or fingerprint check prior to employment.

Status/Pay/Benefits: Full-Time, non-exempt, \$27 hourly rate. Excellent benefits package including medical, dental and vision coverage, a fully vested 403(b) retirement plan, and generous leave time.

To Apply: Send cover letter and resume to apply@forcvnp.org, with the subject line reading Accounting Manager. Position closes: this is an immediate opening and posting closes when position is filled.

The Conservancy provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, military obligations, or veteran status.