



**MidTown Cleveland, Inc.**  
**Job Description**  
**Office Manager & Bookkeeper**

**About MidTown.** MidTown Cleveland, Inc. (MTC) is a dynamic and high performing 501(c)(3) economic and community development corporation whose mission is to leverage the diverse assets in the area to advance a vibrant neighborhood. MidTown Cleveland envisions a place for connection, belonging, and the joyful celebration of culture, where stakeholders reinvest prosperity in the community, equity and inclusion are fundamental expectations, and innovation helps families realize long-promised dreams. More information on MidTown Cleveland is available at [www.midtowncleveland.org](http://www.midtowncleveland.org).

**Position Overview:** This Office Manager & Bookkeeper will oversee organizational accounting, including grants management and maintenance of all fiscal controls and standards; develop/enhance internal operational strategies and procedures; provide administrative and back-office support to the MidTown team; and assist with meeting coordination. The Office Manager & Bookkeeper will also be the outward face of MidTown Cleveland for community stakeholders visiting the office.

This individual will be a mission-focused, detail-oriented, strategic, and process-minded leader with experience balancing financial and operational responsibilities. The Office Manager & Bookkeeper will join a dynamic team of talented individuals who work on a wide variety of projects and are oftentimes called on to assist each other. The ability to multi-task, while maintaining complex schedules, and managing administrative support is essential in this position.

**Primary Responsibilities:**

- Oversees and ensures financial books and reports are properly developed and maintained for MTC, regulatory and funding agencies, and auditors
- Responsible for the preparation and management of budgets and the annual audit, in collaboration with the Executive Director
- Serves as the initial contact with financial institutions, oversees employee benefit administration, and provides accurate and timely financial information to the Executive Director, members of the Board of Directors, and auditors
- Ensures compliance with all internal and external reporting for monthly, quarterly, and annual requirements
- Directs the preparation of reports and maintains effective financial control over assets, liabilities, incomes, and disbursements
- Identifies policies and procedures to increase financial management effectiveness
- Oversees cash management and control systems. Develops and maintains relationships with various funding agencies. Creates and oversees internal procedures for vendor payment and cash disbursements
- Responsible for receptionist, clerical and administrative office functions including answering phones, greeting visitors to the office, mailings, database management, monitoring inventory of and ordering of supplies, and basic office tasks and errands

- Organizes and schedules meetings and appointments for the Executive Director and other staff as needed, and use and scheduling of conference rooms from outside groups
- Supports the Executive Director in preparing for Board and Committee meetings and assists with meeting notes
- Provides a high level of customer service to community members, partners, and visitors in the office
- Coordinates with IT department on office equipment
- Manages relationships with vendors, service providers, and landlord
- Maintains, organizes, and restocks office supplies
- Maintains the condition of the office and coordinates necessary maintenance

## **QUALIFICATIONS**

### **Education and Experience**

- Bachelor's degree or professional work experience in business, accounting, operations management, or related field
- Working knowledge of nonprofit accounting procedures
- Proven office management, administrative, or assistant experience
- Ability to prioritize and manage multiple projects, adhering to strict timelines and compliance standards
- Ability to write reports and business correspondence
- Proficient in MS Office, QuickBooks, and CRM (Little Green Light)

### **Personal Characteristics**

- Exceptional written, oral, and interpersonal communication skills
- Self-starter, resourceful, learner, and accountable for results
- Excellent time management and ability to manage and execute a project
- Attention to detail and problem-solving skills
- Works well independently and in a team environment
- Positive team-oriented attitude
- Passion for MTC's mission

**PRIMARYLY INTERFACES WITH:** MidTown Cleveland, Inc. staff, board, financial stakeholders, vendors, auditors, and community partners. The Office Manager & Bookkeeper will report to the Executive Director.

**COMPENSATION, BENEFITS, AND HOURS:** MidTown Cleveland offers competitive compensation and benefits. The annual salary for this position starts at \$50,000 and will commensurate with experience. MidTown is an equal opportunity employer. This is a full-time position.

To apply, please email resume and cover letter with the candidate's last name and the job title in the subject line to [careers@midtowncleveland.org](mailto:careers@midtowncleveland.org). Interviews will begin immediately, and the position will remain open until filled.