

**Finance and Administration Officer**  
**Slavic Village Development- Position Description**

<b>Job Title:</b>	Finance and Administration Officer	<b>Reports To:</b>	Executive Director
<b>Department:</b>	Corporate	<b>FLSA Status:</b>	Non-Exempt
<b>Date:</b>	January 2023	<b>Approved By:</b>	Executive Director

**PURPOSE**

Slavic Village Development (SVD) is seeking motivated and organized applicants who want to lead organizational accounting and provide administrative support for the organization. The Officer is responsible for understanding the wide variety of programs conducted by SVD that strengthen and develop both the physical and human infrastructure of Cleveland’s Broadway Slavic Village neighborhood.

The ideal candidate is a highly-organized self-starter with book-keeping and administrative skills who will think creatively about non-profit finance and administration. This employee will work alongside a diverse staff to manage the organization’s resources effectively and efficiently. Ideal candidates are ones that enjoy working with teams and are able to give direction on one project while taking direction on another. Staff members at SVD generally work on a wide variety of projects and are oftentimes called on to assist each other.

**ESSENTIAL JOB FUNCTIONS**

**Financial Management (80%)**

1. Oversees and ensures financial books and reports are properly developed and maintained for the corporation, regulatory and funding agencies, and outside auditors. Ensures compliance with all internal and external reporting for monthly, quarterly and annual requirements.
2. Directs the preparation of reports and maintains effective financial control over assets, liabilities, income and disbursements of the organization.
3. Maintains integrity of the company’s accounting. Coordinates annual audit with outside auditors.
4. Participates in strategic planning and serves as a member of the finance committee and senior management team. Develops and maintains financial goals, policies and procedures.
5. Maintains current knowledge of corporate issues, plans, projects and projections. Represents the organization and serves as liaison to other organizations for accounting and finance issues. Participates in the development of financial bid packages ensuring compliance with contract and funding guidelines and reporting requirements.
6. Participates in the development, implementation and maintenance of a comprehensive annual budget, analyzes variances and recommends corrective action.
7. Oversees cash management and control systems. Assesses the company’s need for capital, and develops acquisition plans. Develops and maintains relationships with various funding agencies.
8. Manages the purchase of major equipment, supplies and contractual service agreements for the organization ensuring product quality and performance in accomplishing the goals of the organization. Maintains service agreements, records and depreciation schedules, and operates within budget constraints.

**Administrative Support (20%)**

1. Manages and administers employee benefit programs.
2. Assists with the development and implementation of policies and procedures.
3. Manages leases and oversees maintenance for 5620 Broadway (SVD’s office) and 5644 Broadway (15-unit apartment building with ground floor retail)
4. Assumes additional responsibilities and performs special projects as needed or directed



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### REQUIRED QUALIFICATIONS

#### **Education, Training and/or Experience**

Bachelor's degree in business, accounting or related field. Minimum of three years non-profit experience

#### **Knowledge, Skills, Abilities and Personal Characteristics**

1. Knowledge and support of SVD's mission and goals.
2. Working knowledge of various financing sources and industry regulatory and reporting requirements.
3. Working knowledge of non-profit accounting procedures.
4. High degree of integrity; highly ethical.
5. Experience in development and implementation of policies and procedures, and strategic plans.
6. Able to prioritize and manage multiple projects, adhering to strict timelines.
7. Strong communication, inter-personal, negotiation and presentation skills.
8. Demonstrated leadership and management ability.
9. High degree of initiative and independent judgment.
10. Well-developed analytical and problem-solving abilities.
11. Able to write reports, business correspondence.
12. Able to apply common sense understanding to carry out complex instructions furnished in written, oral, or diagram form.
13. Ability to develop and manage budgets.
14. Computer skills, specifically QuickBooks Desktop, Microsoft Excel, and Outlook

#### **Certifications, Licenses, Registrations**

None

### PHYSICAL DEMANDS

- Ability to operate a computer and keyboard.
- Ability to operate a motor vehicle or equipment.
- May require reaching, standing, walking, fingering, grasping and feeling, and the ability to lift or move objects up to 20 pounds.
- May require vocal communication for expressing or exchanging ideas, hearing to perceive information at normal spoken word levels, visual acuity for color perception, preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

### WORKING CONDITIONS

- May require availability for overtime hours during peak periods.
- Occasional day travel to various locations including project sites and off-site meetings.
- Exposure to inside and outside environmental conditions.

*This position description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of Slavic Village Development. Since no position description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the jobholder's responsibility.*

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### COMPENSATION

- Annual salary of \$65,000 to \$75,000, commensurate with experience and qualifications
- Highly competitive health, dental, and vision insurance, with 100% of premiums for base plan paid by SVD and full coverage for family members. Employees may choose additional coverage by paying for the additional premium cost.
- Vacation: During the first calendar year of hire, employees are eligible for up to ten (10) days of paid vacation on a prorated basis after completion of ninety (90) days of continuous service. After 5 years, employees receive 15 vacation days; 10 years = 20 days. Employees are also entitled to two (2) additional personal days. Vacation days must be used in the calendar year they are accrued.
- Sick days: employees receive up to 7 paid sick days per calendar year to full time employees unable to work due to illness or need for medical treatment. Sick days may be carried into future years.
- Paid holidays include New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Day after Thanksgiving, Christmas Eve, and Christmas Day, plus days between December 24<sup>th</sup> and January 1<sup>st</sup>.
- 403 (b) plan— Employer contributes 3% (discretionary) of gross income and an additional 0.5% for every 1% contributed by the employee, up to an additional 2% maximum by Slavic Village Development. This benefit takes effect the 1<sup>st</sup> of the month following one year of service.

#### **Applications should include:**

1. Cover Letter with available start date
2. Resume

#### **Application will be accepted until Friday, February 10, 2023 at 5 p.m. EDT. Please email or mail to:**

Christopher Alvarado, Executive Director  
Slavic Village Development  
5620 Broadway Avenue, Suite 200  
Cleveland, Ohio 44127  
Email: [chrisa@slavicvillage.org](mailto:chrisa@slavicvillage.org)

### ORGANIZATIONAL DESCRIPTION

Slavic Village Development is the Community Development Corporation which serves the Broadway Slavic Village, a five-square mile neighborhood of 22,000 Clevelanders. We are a forward-looking, service-driven organization which honors our neighborhood's resiliency, diverse cultural heritage, and inclusiveness. We are committed to building a community defined by its high quality of life, unique identity, and healthy and active living.

We seek and attract staff members and volunteers who take pride in the cutting-edge community-building work that SVD has led for over 40 years. Our organizational culture is marked by a potent combination of hard work and fun, and we welcome applicants who have a collegial attitude and enjoy working with a team comprised of both young and deeply experienced staff members. SVD is an equal opportunity employer that has an inclusive and equitable working environment. All qualified applicants will receive consideration for employment without regard to race, sex, color, religion, national origin, sexual orientation, gender identity, disability, veteran status or any other characteristic protected by federal, state or local law. We strongly encourage individuals of all backgrounds and cultures to consider this position.

