



Position Title: Finance Specialist
Position Type: Part-time (25-30 hours/week), Non-Exempt
Location: CIS of Ohio Office
Reports To: Chief Operating Officer
Pay Range: \$30 - \$35/hour commensurate w/experience

Position Summary

The Finance Specialist, reporting directly to the Chief Operating Officer (COO), will play a key role in supporting various departments within the organization. This position will contribute to the continued growth and impact of Communities In Schools (CIS) of Ohio, an organization committed to making a positive difference in the lives of students since 1993. At CIS, we are dedicated to surrounding students with a community of support to help them stay in school and succeed in life.

Primary Responsibilities

The Finance Specialist will oversee essential accounting and administrative tasks, as well as support grant management, payroll, and other related functions. This individual will work to enhance operational efficiency through the creation and management of streamlined processes, including cost allocations, grant expense tracking, and payroll distribution.

Key Functions

- Oversee accounts payable and receivable.
- Handle banking operations, including deposits, managing bank relationships, and conducting bank reconciliations.
- Assist Human Resources with payroll processing and generation of 1099 forms.
- Reconcile cash disbursement accounts, payroll, and customer accounts.
- Develop and maintain billing and invoicing tracking systems.
- Support month-end processes by preparing journal entries and generating reports.
- Monitor and manage cash flow.
- Oversee credit card processing and payments.
- Manage purchasing procedures.
- Review and maintain contracts and other agreements with financial and budget implications.
- Provide support for the Employee Retirement (403b) Program.
- Assist with annual budget preparation and annual audit.
- Coordinate with software vendors to maintain the accounting software system.
- Provide grants budgets and assist with grant reporting.
- Perform other administrative tasks as needed.

Qualifications

- Bachelor's degree in Accounting, Finance, Business Management, or a related field.
- Proficiency in QuickBooks Online and Excel; knowledge of Kronos is a plus.
- Strong understanding of general and cost accounting principles.
- High integrity and reliability.
- Ability to build professional relationships with vendors, clients, and colleagues.
- Experience in the nonprofit sector preferred.
- Attention to detail, strong organizational skills, and the ability to work collaboratively.

- Flexible, proactive, and self-motivated.
- Strong communication skills with a proven track record of collaborating within a diverse, multidisciplinary team.
- Familiarity with federal, state, and local government grants and contracts is preferred.

Additional Information

The responsibilities outlined reflect the core duties, essential functions, and necessary competencies of the role. This description is not exhaustive, and additional tasks may be required as needed.

This position may require occasional travel to conferences, meetings, and community events, including overnight and out-of-state travel. Reliable transportation, a valid driver's license, and state-mandated minimum insurance coverage are required.

Commitment to Diversity and Inclusion

Communities In Schools of Ohio is dedicated to fostering a diverse and inclusive workforce that reflects the varied communities we serve. We are committed to providing a work environment free from discrimination based on race, color, national origin, gender, age, sexual orientation, gender identity or expression, marital status, disability, genetic information, or any other protected status. CIS prohibits harassment of applicants and employees on these bases.

Drug-Free Workplace

CIS of Ohio maintains a drug-free workplace policy.

