

Title: Accounting Clerk (Part-time)
Reports to: Controller, non-profit accounting

Organizational Overview:

3CDC is a private, non-profit, real estate development and finance corporation focused on revitalizing Cincinnati's urban core in partnership with the City of Cincinnati and the Cincinnati corporate community. 3CDC's work is specifically focused on the Central Business District and in the Over-the-Rhine neighborhood.

3CDC also manages The Cincinnati Equity Fund, Ltd (CEF), The Cincinnati Equity Fund II, LLC (CEFII) and the Cincinnati New Markets Fund, LLC and subsidiaries (CNMF). These investment funds play an important role by providing needed financial capital to 3CDC's development projects.

Position Summary:

The Accounting Clerk will report to the Controller, non-profit accounting who is responsible for the general accounting and compliance functions for 3CDC and its subsidiaries related to redevelopment projects in 3CDC's focus area and on-going operations for its assets. The Accounting Clerk will be responsible for performing general accounting functions such as entering accounts payable and receivable, entering budgets and projections, as well as any other special projects on an as needed basis. The expectation for this part time position is a 25 hour work week with some flexibility.

Position Responsibilities:

The position responsibilities will include, but not necessarily be limited to:

- Entering accounts payable and receivable in a detailed manner.
- Keying other financial data into the accounting software such as budgets and projections.
- Accurately maintain all applicable accounting records in accordance with accounting policies and Generally Accepted Accounting Principles.
- Assists Accounting Managers and Controller, non-profit accounting in coordinating annual audits and tax return compliance with external accountants.
- Completes special projects, as assigned.

Position Qualifications:

- Strong attention to detail, excellent organizational skills and work habits.
- Demonstrated skills, knowledge and directly related experience in accounting principles and concepts.
- Demonstrated ability to gain a strong working knowledge of 3CDC's mission and ongoing development activities and to effectively articulate such activities in a verbal and written form.
- Ability to function independently and efficiently in a fast paced environment.
- Personable, positive, and enthusiastic attitude with capability to deal effectively with people (both internal and external).
- Excellent oral and written communications skills.
- Flexible with ability to work in a team setting supporting several people.

Work Experience and Educational Requirements:

- Minimum of 1 year of directly related experience in accounts payable, accounts receivable and other directly related accounting functions.
- Extensive use and knowledge keying data into accounting software.
- Associate Degree or Bachelors Degree from an accredited college or university, is required.
- Proficient in Microsoft Word and Excel.

Send resume to:
3CDC
ATTN: Human Resources
1410 Race Street
Cincinnati, OH 45202
or
humanresources@3cdc.org

3CDC is an Equal Opportunity Employer.