

Title: Accounting Staff

Reports to: Controller, non-profit accounting

Organizational Overview:

3CDC is a private, non-profit, full service, 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 invests in and develops residential, office and retail properties, parking facilities and civic spaces. 3CDC also manages several major real estate assets and provides event production services for two major civic spaces.

In addition, 3CDC manages several capital funds, including The Cincinnati Equity Fund, The Cincinnati Equity Fund II and its subsidiaries and the Cincinnati New Markets Fund and its subsidiaries and the Cincinnati New Markets Fund II. These funds play an important role by providing needed financial capital to 3CDC's development projects along with other local developers.

Position Summary:

The Accounting Staff position is a full-time position and will report to the Controller, non-profit accounting who is responsible for the general accounting and compliance functions for 3CDC and its twenty-one subsidiaries related to redevelopment projects in 3CDC's focus area and on-going operations for its assets. The Accounting Staff will be responsible for performing general accounting functions such as accounts payable and receivable, fixed assets and prepaid expenses. The role will also include full month-end close, analytical reviews, development and measurement of operating budgets to actual. In order to ensure completeness and accuracy in underlying transactions, this position will also work closely with third parties and internal property site managers and the development team members to complete the general ledger and reporting functions.

Position Responsibilities:

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

- Prepares general ledger entries on regular basis including accounts receivable and accounts payable entry, monitors accounts and prepares complete and accurate account reconciliations on a monthly basis.
- Accurately maintains all applicable accounting records in accordance with accounting policies and Generally Accepted Accounting Principles.
- Prepares month end close process and monthly financial statements, which is expanded to include the statement of cash flows and analytical reviews on a quarterly basis.
- Assists Controller, non-profit accounting in monitoring project investments (including loan analysis and reviews) and required communications to lenders and/or investment contacts.
- Monitors financial performance to established budgets and projections for the various entities
- Assists Controller, non-profit accounting in coordinating annual audits and tax return compliance with external accountants.
- Responds to inquiries from management and other interested parties regarding accounting data, reporting and project investments.
- Completes special projects, as assigned.

Position Qualifications:

- 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.

- Strong attention to detail, excellent organizational skills and work habits.
- Solid time management skills; ability to handle multiple projects, meet deadlines, and function independently and efficiently in a fast-paced environment.
- Experience in problem solving with ability to recognize issues and deal with them directly.
- 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 (or equivalent through internships and/or co-ops) of directly related experience within a public or private organization in accounting.
- Bachelors Degree (or equivalent) from an accredited college or university in accounting or related degree program is required.

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

RESUMES ACCEPTED UNTIL POSITIONED FILLED

3CDC is an Equal Opportunity Employer.