

Job Title: Accounting Manager

Department: Finance/Accounting

Supervisor: Accounting Director

Work Location: Main Office, 1203 Walnut St

FLSA Status: Exempt, Full-Time

EEOC Job Classification: Mid-Level Manager

Supervises: 4 to 5 Senior Accountants, Staff Accountants, Accounting Clerks and/or Accounting Interns

Organizational Overview:

The Cincinnati Center City Development Corp. (3CDC) is a private, non-profit, full-service, real estate development and finance organization 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 the Over-the-Rhine (OTR) neighborhood. 3CDC invests in and develops residential, office and retail properties, parking facilities and civic spaces. 3CDC also manages multiple real estate assets and provides event production services and management for four major civic Spaces - Fountain Square, Washington Park, Zeigler Park and Memorial Hall. The organization also manages two Special Improvement Districts, the Downtown Cincinnati Improvement District and Over-the-Rhine South Special Improvement District, providing clean and safe services, homeless outreach, beautification efforts, and marketing support to both districts. With an annual operating budget of \$18.4 million, 3CDC has a staff of approximately 100 full-time and 120 part-time employees engaged in real estate development, asset management, event production, civic space operations, place management, marketing, public relations, fundraising, finance and accounting. To date, 3CDC has invested in real estate projects totaling over \$1.6 billion. In addition, 3CDC manages over 35 assets with annual operating revenues totaling more than \$21 million.

3CDC also manages The Cincinnati Equity Fund and the Cincinnati New Markets Fund (the Funds). These investment funds, totaling about \$146 million, provide necessary financial capital to 3CDC's development projects.

Job Summary:

The Accounting Manager oversees the accounting for 3CDC's development activities and capital management. Development activities include the accounting for land banked properties, active construction projects and fixed assets as well as compliance related to tax credit financing. Capital management includes accounting for 3CDC's debt agreements - both as an asset and a liability - including loan servicing and the Funds cash flow projections. The Accounting Manager is also responsible for the Funds' operating budgets and oversight of the accounts receivable and accounts payable clerks.

Tasks:

- Accurately maintains all applicable accounting records in accordance with accounting policies, Generally Accepted Accounting Principles and regulatory requirements
- Develops, continuously improves and ensures compliance with accounting policies and procedures
- Assists with preparing and posting general ledger entries on a regular basis, monitoring accounts and preparing complete and accurate account reconciliations on a routine basis
- Ensures debt payments are made in an accurate and timely manner through the use of a detailed subledger
- Manages loan servicing of the Funds
- Reviews development construction draws compared to ensure completeness of cost tracking and funding sources agree to approved budgets
- Oversees the fixed asset subledger
- Tracks the status of the development line of credit used for land banked properties

- Supports the Accounting Director in the coordination of annual audits, agreed upon procedures and tax return compliance with external accountants
- Responds to inquiries from management and other interested parties regarding accounting data, reporting and project investments.

This job description is not intended to be all inclusive. The employee will also perform other reasonably related business duties as assigned by their immediate supervisor and other management as required.

Qualifications:

- Demonstrated skills and knowledge of accounting, budgeting, real estate finance, internal controls and administrative functions
- Strong research skills related to technical issues on transactions in terms of the internal revenue code and/or generally accepted accounting principles
- 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 and 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
- Ability to make formal presentations in board of directors and committee meetings

Licenses, Credentials, Certifications:

- A bachelor's degree or higher in accounting or related field from an accredited college or university
- An active CPA license
- A minimum of 5 years directly related experience in a leadership position within a public or private organization in accounting or finance

Skills or specialized knowledge:

- Extensive experience with New Markets and Historic Tax Credits is preferred
- Extensive experience using Microsoft Office, especially Excel
- Experience using (or the ability to learn the following software)
 - The Mortgage Office
 - MRI
 - Blackline
- Must be able to maintain the highest degree of confidentiality

Physical and Mental Demands:

- Frequently required to sit at a desk/workstation for long periods of time.
- Ability to work at a computer terminal for an extended period of time.
- Digital dexterity and hand/eye coordination in operation of office equipment.
- Able to speak and hear employees on the phone or in person.
- Body motor skills sufficient to enable employee to move around the office environment.
- Additional mental requirements: compare, decide direct, problem solve, analyze, instruct, and interpret.
- The ability to work well under stress.
- This is a full-time, exempt position.

Disclaimer:

This job description does not constitute a written or implied contract of employment. It is not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts, or work conditions associated with the job. Furthermore, the employer reserves the right to revise or change the job duties and responsibilities as the need arises.

Supervisors Acknowledgement:		Date:	
Employees Acknowledgement:		Date:	