DigitalC Job Opportunity

Job Title: Accounting Manager

Come help DigitalC achieve our vision to make Greater Cleveland’s digital future more equitable. DigitalC is a non-profit organization working to empower the people of Greater Cleveland to achieve success through technology, innovation and connected community. With its current focus on launching EmpowerCLE as a high-growth Wireless Internet Service Provider (WISP), there is ample opportunity for personal and professional growth. The EmpowerCLE initiative will provide affordable, reliable and sustainable broadband access to Cleveland’s unserved and underserved neighborhoods. It will also ensure those connected are equipped with skills and devices for adoption of technology to enhance their daily lives. In addition, DigitalC’s Midtown Tech Hive provides a diverse and vibrant co-working and community engagement space where Greater Cleveland community members gather to learn, grow and connect through technology and personal interaction.

Job Purpose:

We are looking for someone to join the team, part-time to begin and eventually full-time to support the daily bookkeeping and accounting requirements of the organization which are growing as the Tech Hive and EmpowerCLE evolve. The primary financial managers are a contract CFO with financial responsibility also vested in the Tech Hive director, EmpowerCLE leader and Executive Administrator. This position will report to the CEO with daily work product guided by the contract CFO.

If interested, please send resumes to deb.monroe@digitalc.org

Primary Responsibilities

• Maintaining a general ledger and/or chart of accounts
• Maintaining a system of controls to ensure that assets are used appropriately
• Managing accounting processes and all transactions within the framework a detailed set of policies and procedures
• Assisting with audits as needed
• Ensuring that bank reconciliation reports are completed in a timely manor
• Producing financial reports
• Tracking and filing all necessary tax forms
• Working with initiative leaders to create and work within budgets
• Creating invoices and maintaining accounts receivable
• Processing of accounts payable
• Oversight of Company Credit Card spending and reporting
• Reporting any fraud, abuse, or waste of company assets
• Maintaining an orderly accounting filing system
Qualifications include:
- Experience with Quick Books is beneficial
- CPA, CMA and/or BA in Accounting preferred
- Minimum three years’ experience in accounting
- Experience in the Non-profit sector a plus
- Working as part of a high-growth start-up team in the technology or telecom sector a plus
- Demonstrated success in decreasing month-end close process time
- Excel Spreadsheet expertise
- Cash flow management experience
- Strong attention to detail and accuracy

Working conditions

DigitalC operates within a vibrant and diverse co-working space in the heart of Cleveland’s Midtown area – and itself is a diverse and mission-dedicated set of individuals. The individual hired must be able to work in an open office environment and accurately and professionally handle and maintain financial records. There are limited opportunities for privacy although the organization provides flexibility to work remotely on an agreed-upon basis. Attention to detail and accuracy in this environment is essential. Parking is available to all employees.

Physical requirements

Ability to spend extended periods of time at workstation
Ability to frequently use standard office equipment such as but not limited to computers, mobile phone, copiers and scanners

Benefits of joining our team

Company culture – High integrity, trust, teamwork, passion, respect, sense of humor
Opportunities for advancement
Generous Medical, Dental, Vision, Life insurance benefits for full-time employees
401(k) opportunity with company match for full-time employees
Paid Time Off (PTO)
Paid Holidays
Company gatherings and learning opportunities