

The Cuyahoga County Land Bank (Cuyahoga County Land Reutilization Corp.) is seeking a part time (20-24 hours per week) accounting intern or recent accounting graduate to fill a need in the area of general accounting and accounts payable assistance.

The Cuyahoga County Land Bank is an independent non-profit, government purposed entity tasked to:

1. Strategically acquire blighted properties
2. Return them to productive use through rehabilitation, sale to new private owners, demolition, preparation for economic development, or other creative uses including gardening, green space, storm water management or other ecological uses.
3. Increase property values through these efforts
4. Support community goals through collaborations with Cuyahoga's individual communities, governments, lenders, and individual property owners;
5. Improve the quality of life for Cuyahoga County's residents through its efforts

Job Duties and Responsibilities:

General Accounting Functions

- Reports to current accounting personnel and Director of Finance
- Update, verify and maintain accounting ledgers and other financial records
- Assist in month-end reporting, account reconciliation and journal entry preparation
- Prepare month end bank reconciliations
- Daily Cash balance reporting and updating of outstanding check control log
- Analyze accounting data to resolve accounting problems or discrepancies
- Update and Maintain grant funding control records
- Record deposits and other incoming cash transactions
- Review and post A/R and A/P transactions
- Assist in weekly Accounts Payable procedures, Positive Pay and Duplicate Checks
- Analyze accounting data to resolve accounting problems or discrepancies
- Serve other department and auditors with reporting needs as requested
- Other general accounting and financial analysis functions as needed

Accounts Payable Functions

- Review, match to PO, verify, code and enter accounts payable invoices for payment
- Verify proper authorization for payment and obtain signatures as necessary
- Process check runs and prepare for mailing after review and signature by Finance Director
- Verify and maintain subcontractor documentation as required (W-9, COI)
- Work in unity with other department to keep current on payables flow and processing for payment
- Research invoice discrepancies with proper department personnel
- File vendor payments in prescribed manner assuring they can be easily found for audit or other review
- Assist in finance department or other department reporting as needed

Qualifications/Skills desired:

- Relevant experience in accounting and accounts payable
- Familiarity with bookkeeping and basic accounting procedures
- Competency in MS Office and accounting software (experience with Financial Edge a plus)
- Hands on experience with spreadsheets and financial reports
- Accuracy and attention to detail; ability to focus on task
- Well organized, neat and orderly
- Able to learn and apply accounting concepts and skills
- Practices confidentiality
- Communicates well with others, written and verbal
- Able to apply sound judgement

Pay Rate and Schedule

- Part-time – 20-24 hours per week (potential for full-time in future)
- Pay Rate: \$20/hour
- Start Date: June 16, 2021 or soon after