



Downtown Cleveland Alliance is seeking a highly motivated and energetic professional to join our accounting team. DCA is a non-profit organization formed in 2006, dedicated to building a more dynamic Downtown Cleveland through its Business Development Center, Clean & Safe Ambassador program, City Advocates young professionals board, marketing, and advocacy.

Downtown Cleveland Alliance's mission is to make Downtown Cleveland the most dynamic and compelling place to live, work, play, and visit in the region. As the only organization wholly dedicated to the current and future vitality of Downtown Cleveland, the Alliance serves to unify the distinct neighborhoods of Cleveland's central business district under a singular vision and holistic strategy for advancement. Learn more about us at [www.downtowncleveland.com](http://www.downtowncleveland.com).

**Title:** Accounting Associate

**Reports to:** Director of Accounting

**Skills & Experience:**

- Education Requirements:
  - Bachelor's Degree in accounting
  - Experience: 2+ years (non-profit a plus)
- Must have knowledge and experience working with:
  - QuickBooks Enterprise Desktop
  - Microsoft Office Suite (Word, Excel, etc.)
  - Budgeting & Variance Analysis
  - Preparation of 1099s
  - Accrual and cash-based accounting
  - Solid written/verbal communication skills
- Responsibilities include:
  - Managing accounts payable and receivable
  - Working with Director for bi-monthly check runs
    - Ensuring all invoices have been entered correctly & signed by authorized personnel
  - Invoicing, Deposits, Filing
  - Run monthly financial reports for multiple fiscal agencies
  - Assist with audit preparation
  - General accounting processes
  - Generate specific reports in QuickBooks when needed
  - Assist Director with tracking employees paid time off
  - Accommodate Director with miscellaneous tasks as they arise
    - Payroll admin duties
- Must be organized, able to meet deadlines, and work on multiple projects at once
- Able to communicate with customers/vendors to resolve issues
- Must be able to work professionally and efficiently with the fiscal agent clients
- Ability to balance working with accrual and cash based fiscal agents seamlessly
- Salary commensurate with experience

Downtown Cleveland Alliance is an equal opportunity employer and strongly encourages individuals of all backgrounds and cultures to consider this position. DCA's commitment to inclusivity encompasses but is not limited to diversity in race, nationality, ethnicity, religion, gender, sexual orientation, age, and disability.