



THE CINCINNATI WOMAN'S CLUB
Connecting Women in Community

The new General Manager of **The Cincinnati Woman's Club** is seeking a dynamic on-site accounting professional to join her five-member leadership team as **Controller**. The successful candidate will bring nonprofit (or small business) experience with competencies to assume responsibility for the accounting operations of this 132-year-old 501(c)(3). Its mission of philanthropy and education thrives on a strong endowment, 725 members, staff of 20 FTE, and operating on a \$2MM combined facilities/operations/personnel budget. Learn more about this impressive organization by visiting <https://cincinnatiwomansclub.com>

Expectations – Among desired competencies and expectations of the successful candidate:

- Hands-on experience in general accounting and financial management; at least 5+ years.
- Proven competencies in nonprofit accounting (or comparable small business).
- Bachelor's degree in accounting; CPA a plus.
- Demonstrated expertise in fiscal and time management, analytics and planning.
- Supervisory experience (the department benefits from a part-time accounting clerk).
- Experience in payroll, benefits, and related HR.
- Ability to communicate clearly and effectively orally and in writing.
- Demonstrated commitment to collaborative teamwork and highest level of integrity.
- Proficiency with Microsoft Office and Jonas (or comparable software).

Responsibilities – Overall accountability for financial management/reporting, internal controls & compliance to include, but not limited to:

- Prepare financial statements, as well as the annual, rolling and capital reserve budget.
- Processing AP, AR, payroll and member billing.
- Administering benefits, retirement plans and records for a staff of 20 FTE.
- Managing state unemployment and worker's compensation and insurance policies and claims.
- Supporting audits, tax filings, and regulatory compliance.
- Liaising with auditors, banks, and financial advisers and representing CWC to external vendors.
- Encouraging and ensuring a staff atmosphere of integrity, accountability, and dedication.

Complete position description is available to serious candidates.

Compensation & Benefits – Among CWC's competitive compensation package:

- Commensurate with documented competencies/experience, starting salary range: \$80K to \$95K.
- Individual health, dental & vision insurance with family plans available at employee expense.
- Life & Disability Insurance policies.
- Matching three percent SIMPLE IRA.
- 20 vacation days plus 9 paid holidays, 8 paid sick days, and 4 personal days.
- Support for continuing education and professional association dues.
- Daily Tea Room luncheon meals provided.

Apply today – early July desired start or earlier

E-mail **your personal letter and resume** to jody@theyunkergroup.com explaining how your experiences qualify you for this Controller position. All applications will be promptly acknowledged with confidentiality afforded by all parties.

CWC is committed to diversity, equity and inclusion.