



Finance Director

CNP was founded in 1988 as Neighborhood Progress Inc. to serve the unique role of a local community development funding and support intermediary for community development corporations (CDCs), and it is a vital partner to Cleveland's community revitalization efforts. In 1991 and 1992, the New Village Corporation (NVC) and Village Capital Corporation (VCC) subsidiaries, respectively, were established to further real estate development and lending in the neighborhoods. In 2013, Neighborhood Progress Inc. merged with the Cleveland Neighborhood Development Coalition and LiveCLEVELAND! to form Cleveland Neighborhood Progress. Near the end of 2021, CNP completed a strategic plan that refocused its efforts on the health of CDCs. The new mission is to *foster the equitable revitalization of neighborhoods throughout Cleveland by strengthening the community development ecosystem.*

Purpose

The Finance Director will lead a team that is responsible for all financial operations of CNP, NVC, and VCC. The Finance Director must have strong accounting, communication, and management skills that translates into an organizational culture of excellence. This includes direct oversight of budget management, business planning, accounting, and strategic direction. The Finance Director will oversee the audit preparation and execution for all CNP related entities, and consistently engage with the Boards and committees of CNP, VCC, and NVC to provide financial and operational dashboards.

The Finance Director reports to the Chief of Staff & Operations, and supervises a finance team of three as of August 2022.

Responsibilities

- Plan, direct and coordinate all accounting operational functions including the development of accounting staff through coaching, counseling, and planning, monitoring and appraising staff results
- Coordinate financial operations across all departments and CNP entities
- Develop and prepare financial statements, forecasting, and analysis for staff, Board, and external requirements
- Coordinate annual audit processes and tax returns
- Assess operations, technology, and financial controls; offer recommendations and implement new processes as needed
- Develop and maintain appropriate systems to ensure effectiveness and compliance of all CNP entities
- Lead the budget process with staff and Board
- Monitor cash flow and expenditures and ensure operational performance within program guidelines and allocated budgets
- Support staff through providing vital financial information and relevant training for stewardship
- Ensure tracking and reporting on grant requirements
- Provide timely reports as needed
- Support the Chief of Staff and President & CEO to develop a financial and operational strategy that supports CNP's 5-year strategic plan and supports the community development ecosystem

Preferred Qualifications

- A strong commitment to urban neighborhoods and equity
- Post-secondary degree in accounting or finance
- Professional certification or CPA
- At least 7 years of experience in financial management; real estate, non-profit and government experience is beneficial
- Knowledge of GAAP
- Strong financial analysis capabilities
- Demonstrated experience managing and developing professional teams
- Self-motivation, commitment to operational excellence, capacity to learn, and ability to work collaboratively
- Excellent interpersonal, written, and oral communication skills
- Proficient in the use of office and accounting technology; experience with Blackbaud Financial Edge is beneficial



Additional Information

- Salary range is \$80,000 - \$120,000.
- CNP provides the following for employees:
 - Option to work remotely up to two days per week
 - Medical (80% of premium paid by employer), Vision (100%), and Dental (100%) Insurance available for employees and dependents; first dollar benefits contribution from employer for out of pocket healthcare expenses
 - Automatic 2% contribution to 401(k)
 - Eleven paid holidays, two weeks of vacation, and sick time
- The following summarizes the project scope required for the coordination of the audit annually for CNP and its subsidiaries Village Capital Corporation and New Village Corporation.
 1. Copy of trial balance and internal financial statement at end of FY
 2. Completed lead schedule for FY
 3. Statement of Functional Expenses
 4. Access to all legal invoices
 5. Copies of all Board minutes
 6. Schedule to support Investments in Partnerships
 7. Electronic listing of all journal entries posted during FY (gl detail)
 8. Access to all expense reports
 9. Copies of bank reconciliations and FY bank statements, as well as access to FY bank statement.
 10. Last check/eft of FY and first check/eft of FY for all disbursement accounts
 11. A schedule of accounts receivable and notes receivable
 12. FY Grant Schedule
 13. A schedule to support plant, property and equipment – Schedule should reconcile beginning balance, plus fixed asset additions, less disposals and agree to ending balance. Copy of depreciation support schedule.
 14. A detailed schedule of all accounts payable, grants payable, and accrued expenses (including related party payables). Access to all unpaid invoices and a listing of all checks cut from end of FY to start of fieldwork.
 15. Subsequent disbursement listing with all checks disbursed from end of FY through start of fieldwork.
 16. A lead schedule of all notes payable, as well as documentation of any additional borrowings and repayments, should be provided. This schedule should include a rollout of repayment terms.
 17. Schedule to support Net Assets.
 18. A summary of restricted net assets including additions and releases with detail of what those net assets are restricted for.
 19. Imputed interest calculation
 20. Access to Quarterly 941's
 21. FTE Allocation Report
 22. Schedule of expenditures of Federal Awards, as applicable

Apply

- Interested applicants should provide a cover letter and resume to careers@clevelandnp.org.