

## **Financial Administrator**

The Downtown Dayton Partnership, a non-profit organization, is looking for the right person to join our team as Financial Administrator. This position requires a minimum of an Associate's Degree and 5 years of related experience in the areas of accounting/bookkeeping, financial reporting, benefits programs, and project management. The successful candidate for this position must display a high level of organization, attention to detail, and written and verbal communication skills, along with substantial ability in data analysis. The position is 30 – 40 hours per week, allowing for a flexible schedule.

### **The ideal candidate would meet the following qualifications:**

- Associate's/Bachelor's Degree in accounting or related field
- 5+ years of relevant experience
- Effective verbal and written communication skills with many levels of management
- Effective mathematical and analytical skills
- Strong PC ability, including proficiency in Microsoft Word, Excel, PowerPoint, Access and Outlook
- Experience working with QuickBooks or other accounting software programs
- Experience working with database software/programs
- Proven independent problem solving and task management skills and a strong understanding of accounting principles

### **Duties and responsibilities include:**

- Coordinate human resources for small non-profit organization
- Maintain all finance records, including annual budget, payroll, accounts receivable/payable and related functions
- Coordinate/oversee IRS reporting, audits and 990 preparation
- Oversee comprehensive database management
- Manage targeted projects as directed by President

If you are interested in joining our team, please email a cover letter and resume to [gudorf@downtowndayton.org](mailto:gudorf@downtowndayton.org), or mail to Downtown Dayton Partnership, 10 W. Second Street, Suite 611, Dayton, Ohio 45402.