



11811 Shaker Boulevard, Suite 106 Cleveland OH 44120 216.421.2100 shad.org

Bookkeeper/Office Manager job description:

Seeking part-time Bookkeeper/Office Manager, 25 hours per month, for a small, not-for-profit, located near Shaker Square. Flexible hours, secure underground parking. Start before year end.

Shaker Square Area Development Corporation (SHAD) is looking for an energetic professional who doesn't mind wearing multiple hats and can manage a wide range of administrative duties and executive support-related tasks. The ideal candidate is a detail-oriented self-starter who enjoys working independently, reporting to officers of the Board of Trustees.

SHAD has been working to support and preserve the historic neighborhoods of Shaker Square since 1976: CHALK, Larchmere, Ludlow, Boulevard, Chadbourne/Drexmore, and the condo/apartment corridors along Shaker Boulevard, and North and South Moreland Boulevards.

Responsibilities:

- Maintain accurate financial records and generate reports
- Manage accounts payable, accounts receivable, reconciliation, payroll, payroll taxes, month-end close, etc.
- Contact and invoice SHAD Connection (our quarterly newspaper) advertisers and contractors
- Manage reports for SHAD Connection advertising
- Organize office operations and procedures
- Coordinate with IT company on all office equipment
- Manage relationships with vendors and service providers ensuring that all items are invoiced and paid on time
- Ensure filing systems are maintained and current
- Work with consultant to keep Membership information current

- Handle member inquiries and complaints
- Maintain office supplies inventory
- Assist with board and member communications
- Develop and maintain standard operating procedures (when needed)

Requirements:

- Minimum 5 years bookkeeping experience
- Knowledge of accounting and administrative management practices and procedures
- Excellent time management skills and ability to multitask and prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Proficient in Microsoft Office and Bookkeeping software, Quickbooks a plus
- Knowledge of clerical practices and procedures
- Work with CPA on year-end accounting

Apply by November 30, 2021:

Send resume and two references to info@shad.org, or Shaker Square Area Development Corp., 11811 Shaker Boulevard, Suite 106, Cleveland, OH 44120.