

**CUYAHOGA COUNTY VETERANS SERVICE COMMISSION (CCVSC)
ANNOUNCES THE FOLLOWING CAREER OPPORTUNITY**

The Cuyahoga County Veterans Service Commission is seeking candidates for the position of Finance Operations Manager. The application can be downloaded from the website www.cuyahogavets.org and must be printed, notarized and submitted to:

Jon Reiss, Executive Director
Cuyahoga County Veterans Service Commission
1849 Prospect Ave., Suite 150
Cleveland, Ohio 44115

The application portfolio shall consist of: cover letter; detailed resume; notarized CCVSC employment application; certified copies of all military discharges (DD-214); college transcripts; salary expectations; names & addresses of three (3) professional references. **Application deadline: April 12, 2019.**

SALARY: Negotiable based on experience

PREFERRED QUALIFICATIONS:

- Bachelor's in Accounting/Business, or related degree.
- U.S. military veteran's classification as defined by O.R.C. Title 59 (required) with honorable discharges for all periods served
- Minimum of three years of finance management experience for a medium sized nonprofit organization
- Experience in the administration of corporate/agency budgets in excess of \$4M, annually
- Proven experience in development/implementation of financial accounting systems
- Ability to use and interpret legal, financial, computer, and accounting terminology and language
- Ability to prepare/monitor cash flow reports/budget documents/receipts/contracts/memos/correspondence, etc.
- Ability to comprehend disbursement, FAMIS, statistical, and other County and agency reports.
- Experience in automated attendance management systems
- Strong working knowledge of Word, Excel, and other databases
- Ability to operate a variety of automated office equipment, including a computer, copier, telephone.
- Knowledge of Ohio legal requirements pertaining to record retention policies and protocols
- Experience in finance department security protocols
- Experience managing of all aspects of facilities including maintenance/remodeling/ development
- Comprehension of informational documents including contracts, invoices, governmental statutes, flow charts, mechanical drawings, blueprints, and other reports/records
- Comprehension of reference books/manuals, including building codes/equipment handbooks, etc.
- Ability to prepare reports/correspondence/memos/other documents utilizing prescribed business formats
- Demonstrated appreciation for veterans and veteran rights/benefits
- Knowledge of veteran benefits/assistance and various organizations that provide these programs
- Understanding of stressors/ issues confronting the military veteran; Counseling skills for working with clients experiencing financial, social, and emotional stressors
- Strong telephone and face to face communication skills
- Ability to work in both a team-focused environment and independently

- Ability to maintain confidentiality of sensitive client personal and financial information
- Valid Ohio driver's license
- Passage of police and background investigation; Passage of mandatory drug screening
- Strong telephone and face to face communication skills
- Ability to work in both a team-focused environment and independently
- Excellent attendance pattern
- Ability to maintain confidentiality of sensitive client personal and financial information

SUMMARY OF RESPONSIBILITIES:

- Responsible for the management and success of all back-end operations, including but not limited to, finance (budget), facilities, health and safety, human resource functions. Responsible for the supervision and development of all department staff.