



Part-Time Manager of Finance and Administration (12-15 hours/week)

About Us: Powered by attorney volunteers, Pro Bono Partnership of Ohio (PBPO) strengthens our community by providing free business legal services and education to nonprofits. More information about PBPO can be found at pbpohio.org.

The part-time Manager of Finance and Administration is a newly created position resulting from the continued annual growth of PBPO.

Key Duties include:

Finance

- Ensure the accuracy of all financial transactions entered in accounting system including proper coding and allocation of income and expenses
- Manage relationship with outside accountant to:
 - Prepare financial reports for the CEO and Board including cash flow statements and budget vs. actuals
 - Review/revise annual Form 990 and Attorney General filings
 - Ensure compliance with relevant accounting standards and regulations
- Assist in the development and monitoring of annual budget
- Prepare financial reports and data as needed for the Development staff
- Maintain and update financial policies, procedures and controls, as necessary
- Assist in identifying areas for process improvement and implementing solutions

Human Resources

- Manage payroll administration including ensuring the accurate and timely submission of payroll and 401k contributions, PTO, and staff expense reporting
- Work with Vanguard to manage 401k administration
- Research, negotiate, and communicate all retirement benefit plan documents and information
- Maintain personnel records to ensure compliance with all laws and regulations

Governance

- Serve as the primary staff liaison to the Finance Committee and Board Treasurer

Office Administration/Facilities

- Maintain Board Dashboard
- Coordinate logistics of quarterly board meetings, including meeting dates and locations, and preparing first draft of Board reports
- Provide general administrative support to the CEO including setting up meetings, responding to calls and generating correspondence
- Manage phones, equipment, and computers
- Negotiate and manage external vendor relationships for banking, accounting, insurance companies and broker, and technology providers
- Facilitate submission of annual insurance applications
- Maintain all corporate documents and files



Technology

- Provide basic onsite IT support to staff and coordinate larger IT projects with outside consultants
- Oversee data safety and backup

Other

- Research as needed
- Back-up administrative assistant when needed, i.e. Salesforce data entry, sending out engagement letters, etc.
- Other duties as assigned

Desired Experience and Skills:

- Understanding of accrual-based accounting principles and familiarity with finance/accounting platforms
- Highly proficient using spreadsheets. Experience with Salesforce is a plus
- Excellent attention to detail and accuracy
- Good communication and interpersonal skills; ability to work effectively in a team environment
- Ability to prioritize tasks, meet deadlines, and reasonably adapt in a fast-paced, dynamic environment
- High level of integrity and discretion when handling confidential information and a passion for the organization's mission and vision
- Bachelor's degree in Accounting, Finance, or related field, or commensurate hands-on experience
- At least 2 years of experience in accounting or finance roles, preferably in a nonprofit environment

Salary: \$25-30/hour DOE. Starting benefits include a 401(k) plan (with a 4% match after 1 year with minimum required hours), flexible schedule, and potential for hybrid/remote work with a minimum expectation of one day/week in our downtown Cincinnati office. Plus, a fun and supportive team!

Application Guidelines: Interested candidates should submit a cover letter and resume as a single PDF file (file name:FirstName_LastName.pdf) in confidence to info@pbpohio.org. In your cover letter, please indicate how you heard about this opportunity.

Pro Bono Partnership of Ohio is an equal opportunity employer