



**Job Title:** Finance & Facilities Manager

**Location:** Cincinnati, OH

**Job Type:** Full time, non-exempt

**Reports to:** Executive Director

**Compensation:** \$19-\$21 per hour

### **Job Summary:**

The Finance and Facilities Manager ensures the smooth functioning of CAIN's financial systems and physical facilities to support the organization's mission. This role combines bookkeeping and facilities management responsibilities, requiring strong organizational, financial, and operational skills to maintain compliance, efficiency, and a safe environment for staff, volunteers, and guests.

### **Responsibilities:**

#### **Financial Management**

- Manage accounts payable/receivable and process checks using QuickBooks.
- Ensure timely payment of all financial obligations.
- Prepare monthly bank reconciliations and financial statements for the Board and staff.
- Maintain accurate records and supporting documentation for all transactions.
- Assist with annual budget preparation and monitor performance.
- Prepare and submit compliance reports for federal, state, and local requirements.
- Coordinate with Executive Director, Treasurer, and Auditor for audits and 990 filings.
- Serve as staff liaison to the Finance Committee.

#### **Facilities & Maintenance**

- Oversee daily operations of building systems (HVAC, electrical, plumbing, security).
- Coordinate and supervise external contractors for repairs and maintenance.
- Conduct regular inspections to ensure cleanliness, safety, and compliance.
- Manage maintenance schedules and respond to urgent repair needs.
- Maintain inventory of cleaning and maintenance supplies.

- Ensure compliance with health, safety, and sanitation regulations.
- Assist with space planning and office setup as needed.

**Qualifications:**

- Proven experience in facilities management or building maintenance.
- 2+ years of experience in bookkeeping, preferred
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- Proficiency in QuickBooks and Microsoft Office preferred.
- Strong organizational skills, attention to detail, and ability to manage multiple priorities.
- Knowledge of building systems and safety regulations.
- Ability to lift 50 lbs. and perform physical tasks as needed.
- Commitment to CAIN's mission, vision, and values; ability to interact compassionately and respectfully with all stakeholders.

**Working Conditions:**

- Work is performed both indoors and outdoors in various weather conditions.
- May require standing, walking, bending, and lifting 50 lbs.
- Flexible schedule may include early mornings, evenings, or weekends depending on facility needs.
- Use of personal protective equipment (PPE) may be required during certain tasks.
- May need to respond to urgent maintenance issues outside of regular working hours.

**To Apply**

Please submit a resume and cover letter to [caincincy@caincincy.org](mailto:caincincy@caincincy.org) with the subject line: **Finance and Facilities Manager Application**