



Chief Operating/Financial Officer

Legal Aid Society of Greater Cincinnati

Available May 2021 due to retirement

Opportunity We are seeking a multi-talented and seasoned professional to lead a staff of 8 in three essential departments: finance, facilities and IT. High energy and efficiency top the list of requirements needed to manage the growing \$10 million operating budget for this dynamic 95-member nonprofit law firm receiving gifts and grants from 70 public and private funding sources. Equally important is a passion and commitment to its mission of providing free civil legal assistance to low-income families and adults to help them achieve economic security and family stability. For more info, <https://www.lascinti.org/>

Responsibility highlights ***Finance:*** supervises general accounting, payroll and employee benefit administration and budgeting; internal control processes of four separate entities; compliance with grants management; negotiates benefits; oversees employee records compliance. ***Facilities:*** develops budgets; determines and approves building repairs/upgrades; markets and negotiates rental activities; locates space and negotiates leases for branch offices. ***Information Technology:*** manages staff regarding IT and computer systems; prepares and manages budgets; maintains Network security; maintains functional Intranet; develops, revises IT policies; provides timely timekeeping, supervision and case management information.

Experiences, skills, and competencies Proven track record of 10 years nonprofit finance experience; academic degree(s) in finance, accounting or related field; CMA preferred; strong technology aptitude and proficiency; experience with Abila MIP helpful; superior communications skills; knowledge of uniform guidance and government audit standards; compliance with government laws and regulations; experience in project management and leadership; commitment to and comfortable leading and motivating a diverse workforce; and bondable.

Applications By COB Monday, April 5, 2021, please send letter specific to this opportunity, along with resume to Jenny Weiglein. All applications tailored to this position will be acknowledged with **confidentiality**.

By electronic mail jenny@theyunkergroup.com
(preferred)

By U.S. Mail The Yunker Group, Inc.
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