



THE CINCINNATI WOMAN'S CLUB
Connecting Women in Community

CONTROLLER/HUMAN RESOURCES MANAGER

THE CINCINNATI WOMAN'S CLUB

The 725 members of this 501(c)(3) volunteer-led nonprofit actively carry out the 1894 founders' mission to impact and enrich the community through philanthropic action and educational opportunities. Situated on five beautifully landscaped acres in Cincinnati's Clifton neighborhood, its meticulously maintained 40,000 square foot Clubhouse is alive with weekday activities from 9 a.m. to 4 p.m. with occasional evening and weekend events.

JOB OVERVIEW

The Controller/Human Resources Manager is a key member of CWC's small administrative leadership team. This hands-on role executes all responsibilities for financial operations and human resources functions, ensuring fiscal stewardship, regulatory compliance, and effective staff management. The position reports to the General Manager, works closely with the Club President, Executive Board and Club members, represents CWC to outside vendors, and supervises one part-time accounting clerk. This position is fully on premises with business casual attire required.

KEY RESPONSIBILITIES

Financial Management & Reporting

- Prepare financial statements, annual operating budget, and analyses
- Process AP, AR, payroll, and member billing
- Prepare and present financial reports to the Club Treasurer and Executive Board highlighting key performance indicators and trends
- Liaise with auditors, banks, and financial vendors
- Participate as Staff Liaison in all meetings of assigned member committees
- Support audits, tax filings, and regulatory compliance
- Execute accounting operations in accordance with GAAP
- Utilize Jonas Club software

Internal Controls & Compliance

- Institute and manage appropriate internal controls, financial procedures, and records
- Ensure compliance and timely regulatory reporting
- Prepare all documents for annual audit and tax returns in concert with external accounts and collaborate with external auditors during annual audits
- Prepare and file sales tax returns
- Manage insurance policies and claims

Human Resource Management

- Administer payroll, benefits, retirement plans, and records for a staff of 25 administrative, dining, and facility employees
- Ensure compliance with employment laws
- Manage state unemployment and worker's compensation
- Support compensation planning and performance reviews including reporting of wage and benefit survey benchmark results to the Personnel Committee and General Manager
- Provide guidance to staff and leadership to ensure a consistent application of HR policies and procedures
- Participate in conflict resolution, disciplinary processes and workplace investigations

Qualifications

- Bachelor's degree in accounting; CPA required
- 5+ years of hands-on general accounting and financial management experience and strong knowledge of small business accounting, nonprofit accounting, corporate accounting or a combination of these
- Demonstrated expertise in fiscal management, analytics, planning, time-management, communication and administrative skills
- High level of integrity, attention to detail, and organizational skills
- Ability to work collaboratively within a team environment and with Club members
- Payroll, benefits, and HR compliance experience
- Supervisory experience
- Proficiency with Microsoft Office
- In-person work location

Compensation & Benefits

- Starting salary range \$77,000-\$90,000 with merit bonus opportunities
- Individual health, dental and vision insurance. Family plans available
- Employer paid Life & Disability insurance
- Matching SIMPLE IRA
- 20 vacation days in August plus 9 paid holidays, 8 paid sick days, and 4 personal days
- Support for continuing education and professional association dues
- Employee parking and lunch provided

The Cincinnati Woman's Club is an Equal Opportunity Employer

Apply through the job posting on Indeed or LinkedIn, or to CWCrecruitment17@gmail.com