

Finance and Office Manager

Cleveland Public Market Corporation



Cleveland Public Market Corporation

Under the direction of a committed Board of Directors, the nonprofit Cleveland Public Market Corporation (“CPMC”) is seeking to make West Side Market the nation’s premier public market by meeting the evolving needs of merchants, customers, and the community. CPMC’s mission is to preserve the city’s public market tradition while making the local food system more accessible, equitable, and diverse.

Following national best practices among the nation’s large urban markets, Cleveland Mayor Justin Bibb and his administration initiated the effort to transition day-to-day operations of West Side Market from city management to CPMC. While the City will maintain ownership of the building, CPMC is on track to take over operation of West Side Market in early 2024.

The City and a diverse Advisory Committee of city government representatives, local stakeholders, and Market merchants provided input into a [masterplan](#) prepared by an experienced public market consultant. The masterplan is guiding the new organization as it makes physical and operational changes that diversify income, support the Market’s merchants, and improve the customer experience.

Finance and Office Manager

Cleveland Public Market Corporate is hiring a Finance and Office Manager, a key leadership role in revitalizing one of Cleveland’s greatest assets – historic West Side Market. The Finance and Office Manager is responsible for financial management, including maintaining the corporation’s books, AR, AP, payroll, and assisting the Market’s accountants with audits and tax credit reporting, as well as leading the annual budgeting process.

Finance and Office Manager, who reports to the Executive Director, plays a critical role in overseeing the Market’s financial management and business operations in order to meet CPMC’s mission and organizational strategy.

The Finance and Office Manager will help implement the West Side Market masterplan and fulfill CPMC’s mission of striving to make West Side Market the nation’s premier public market by meeting the evolving needs of merchants, customers, and the community.

Major Duties and Responsibilities

As a new and small organization, all staff will be expected to exhibit flexibility and willingness to address issues as they arise, helping to ensure that West Side Market has the management needed to drive success. The following list anticipates the major duties and responsibilities for this position:

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1. Set up and maintain the Market's financial accounting, monitoring, and reporting systems
2. Record all financial transactions while monitoring day-to-day financial operations
3. Coordinate annual budget preparation, working with management staff to predict income and expenses within each program area, and help shepherd the budget's review and approval through the board as well as through City Council, as needed to justify requests for City support.
4. Prepare invoices to merchants and others for rents and other monies due; set up and draw payments via ACH
5. Maintain accounts payable and ensure the timely payment of all bills
6. Set up the payroll system and coordinate employee benefits
7. Prepare monthly, quarterly, and annual financial reports
8. Ensure the timely preparation of tax returns and other filing requirements, and assist with audits, government reporting, and tax credit and grant reporting
9. Provide input into the creation of performance metrics related to financial management and track performance
10. Develop and nurture positive relationships with Market merchants, City staff who are connected to the Market, and contracted service providers
11. Manage day-to-day office operations including ordering office supplies, IT coordination, and managing the phone system.

The Opportunity

The projected first-year accomplishments for the Finance and Office Manager include:

- Creation of the bookkeeping system, working with the CPMC Treasurer and the Market's accountant to establish the chart of accounts
- Creation and implementation of invoicing systems and ACH withdrawals for merchant rents
- Creation of AP systems, including timely payments of bills
- Setting up of the payroll and benefits system
- Preparation of monthly and quarterly reports, including cash flow monitoring and projections, P&L statements, and balance sheets
- Assistance with the annual audit and preparation of tax documents
- Create metrics to guide financial management functions, including targets for timely payment of bills, bank reconciliations, and creation of reports

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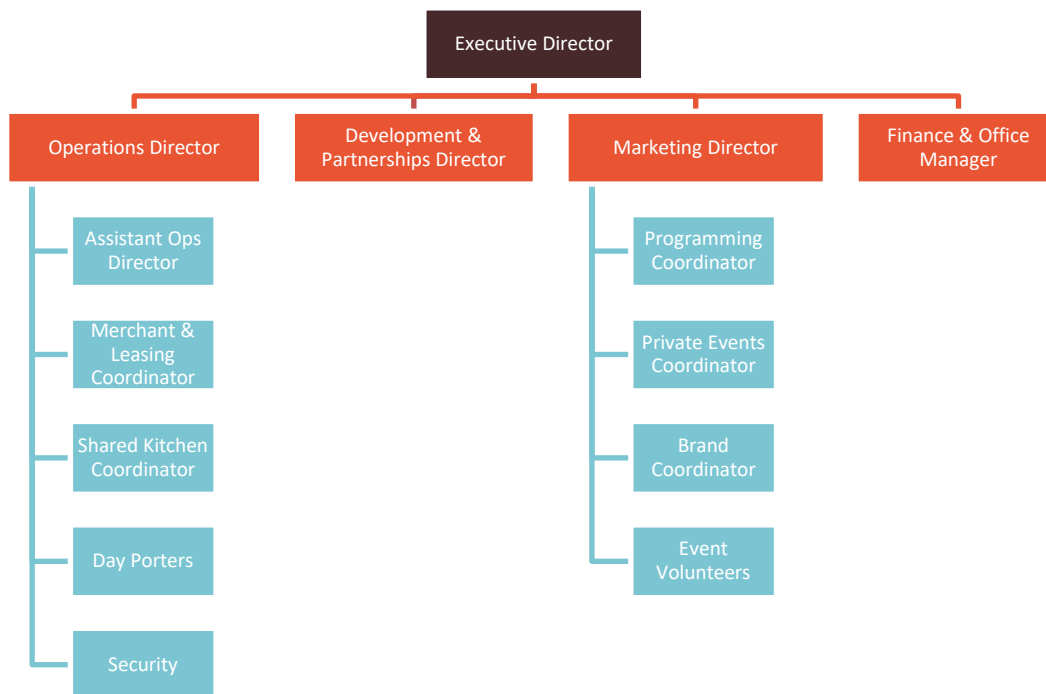
As part of the inaugural team working for the newly formed nonprofit corporation that is taking over management of West Side Market, the Finance and Office Manager will have a unique and exciting opportunity to set the stage for the Market’s next chapter and help bring it to its full potential. The Finance and Office Manager will have the opportunity to significantly contribute to the crafting and execution of the vision for West Side Market as its revitalization moves forward.

Compensation

The Finance and Office Manager is expected to earn a salary in the \$46,000 to \$50,000 range. Compensation will be commensurate with the candidate’s experience and knowledge. In addition, the candidate will receive CPMC’s standard benefits for full time employees, expected to include medical, dental, retirement, and relevant and related work reimbursements, paid holidays, and other paid time off.

Reporting Relationships

The Finance and Office Manager reports to the Executive Director. The Finance and Office Manager works closely with the Market management team, including the Operations Manager, Marketing Manager, Merchant Coordinator, and Development & Partnerships Manager to ensure the success of the Market. While subject to change, this chart shows these relationships:



The Finance and Office Manager supports the work of CPMC’s board and Executive Committee and works closely with the board Treasurer.

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Since the City of Cleveland will continue to own the Market's land and buildings, the City and CPMC are negotiating a lease and management agreement that defines the responsibilities of each entity for ongoing operations, maintenance, and capital improvements. The Finance and Office Manager will interface with government agencies whose work touches the Market, likely City departments including Public Works and Finance.

Location

CPMC's offices are in West Side Market, 1979 W. 25th Street, Cleveland, OH 44113. The position requires some presence within the Market as well as opportunities for remote work.

Candidates must be consistently available and willing to work in-person on weekends. The position requires regular in-person work on Saturday and/or Sunday at West Side Market. Staff will be expected to work together to achieve fair scheduling that balances employee needs with the Market's needs to be staffed on weekends to provide excellent support to vendors and customers.

The Candidate***Education***

An Associate or Bachelor degree in Accounting, Finance or other relevant field is valued. However, lived, learned, and previous relevant experience will be given equal consideration.

Professional qualifications

The ideal candidate will have experience with bookkeeping and financial management, particularly with a nonprofit organization.

In addition, the ideal candidate will possess the following:

- A minimum of three (3) years' experience in relevant positions
- Proficiency with Quickbooks Online or similar accounting software
- Competence with Word and Excel, including finance formulas and pivot tables
- Self-starter able to work independently
- Strong communication and quantitative skills

Desired Traits

- Organized: Able to manage multiple tasks simultaneously.
- Self-Starter: Proactively sets goals and develops strategies and schedules for meeting those goals; self-motivating even in the face of challenge.
- Mission driven: authentically able to embrace CPMC's mission, vision, and values.
- Collaborative: Demonstrated ability to collaborate with coworkers and small

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businesses

- **Inclusive:** Commitment to creating a diverse and inclusive work environment; demonstrated ability to relate to and work effectively with persons of diverse racial, ethnic, gender, sexual preference or orientation, religious and socioeconomic backgrounds.
- **Emotional intelligence:** Proven ability to cope with conflict, stress, and crisis situations; address challenges and manage own emotions in positive ways to drive for success.
- **Integrity:** Possesses the highest ethical and moral standards.

CPMC firmly supports the principle and philosophy of equal opportunity for all individuals, regardless of race, religion, sex, age, national origin, or disability.

About CPMC, West Side Market, and Cleveland***CPMC's Core Values***

All management staff are expected to adhere to CPMC's core values:

Diversity – Welcome and serve businesses, residents, and visitors with diverse lived experiences and perspectives.

Opportunity – Create the conditions for thriving, independent, and diverse local businesses that offer good jobs in the community.

Authenticity – Preserve the unique historic characteristics that make West Side Market a cherished institution.

Food access and education – Improve the community's access to and knowledge about high-quality, interesting, creative, affordable, and healthy food.

Sustainability – Center environmental impact in decision-making.

Community engagement – Promote diverse and representative leadership that values input by stakeholders.

Community building – Create spaces and programs that build community connections.

Fiscal responsibility – Make sound financial decisions to achieve self-sufficient operations.

Professionalism – Operate to the highest standards of integrity, creativity, and competence.

West Side Market

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Cleveland's West Side Market is one of the greatest public markets in America and a beloved destination for residents and visitors alike. Located in the vibrant Ohio City neighborhood of Cleveland at the corner of Lorain Avenue and W. 25th Street, West Side Market opened its doors on November 2, 1912.

Serving as both a functional space and architectural marvel, the Market has undergone expansions and renovations throughout its more than 110-year history. Today, the Market Hall, Arcades, and outdoor public spaces comprise more than 85,500 square feet of vendor and gathering areas.

Over 60 dedicated vendors are at the heart of West Side Market, predominately small family businesses with many operating stalls over multiple generations, several dating to 1912. The Market has maintained its focus on fresh meat, produce, and seafood over the decades and offers a diverse selection of baked goods and other specialty foods. The Market is recently experiencing some vacancies, providing the opportunity to expand the product mix and diversify the population of businesses so it better reflects the racial and ethnic composition of the community. The masterplan offers guidance about vendor recruitment and retention, as well as physical upgrades and other capital and operational improvements.

Cleveland and Northeastern Ohio

Cleveland Public Market Corporation and West Side Market are in one of the nation's most exciting metropolitan areas. The Greater Cleveland region includes residents with diverse identities and backgrounds and has maintained a solid economy with a mix of service, healthcare, academic, and manufacturing businesses. A rich arts and culture scene includes galleries, community festivals, restaurants, a world-renown orchestra, art museums and a thriving theatre district. On the shores of Lake Erie, the area is also home to beautiful parks and a myriad of recreational opportunities. Educational organizations include outstanding public and private school systems, community colleges, and several public and private institutions of higher learning. Professional and collegiate athletics include major league football, baseball, basketball, and collegiate Division I, II and III sports programs.

Contact

Interested candidates should send a resume and cover letter to CPMC by contacting Hiring Committee at cpmc@westsidemarket.org