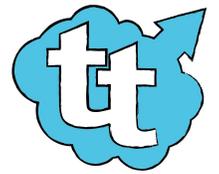


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tomtodideas.org
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TomTod Ideas

tomorrow's ideas from
today's middle schoolers

Director of Finance (aka Head Bean)

TomTod Ideas is a youth development nonprofit that listens to, honors, and advocates for middle schoolers. Yep. You read that right. Middle schoolers, and only middle schoolers. We create programming specifically for 10-14 year olds because we think their perspective is valuable and necessary for the community.

Since 2012, we've helped thousands of middle schoolers discover and love their community while finding ways to help it thrive. Using the latest research about early adolescent development, our programming allows students to explore idea creation through a community-focused, developmentally appropriate lens. Using a variety of mentor-based, experiential learning adventures, we connect the energy, imagination, and intuition of middle schoolers with the wisdom, resources, and experiences of adults, while equipping middle schoolers with vital skills which empower them to take action today and set them up for success tomorrow.

We are hiring a team member passionate about managing our financial needs, enabling our organization to more effectively empower early adolescents while shifting cultural conversations on youth ability, education, and the common good. This position will have core responsibilities in maintaining and reporting core financial tracking systems, working alongside the Executive Dreamer.

Position Type: Part Time, 15 hours per week

Pay Range: \$24 - \$28 per hour, based on experience

Location: Canton, OH with a mix of in-office and remote hours possible.

How to Apply: Submit a cover letter and resume to jdh@tomtodideas.org

Application Deadline: Open until position is filled

TomTod Ideas takes a whole-team approach to diversity, equity and inclusion practices and is an equal opportunity employer. As we seek new team members, we welcome the meaningful contributions you might bring in terms of your education, perspective, race, culture, ethnicity, gender identity, national origin, disability, veteran's status, age or religion.

empowering middle school students to explore and launch ideas
that put empathy and imagination into action



Head Bean

focused on financial tracking & strategy

TOMTOD STAFF DNA

Any TomTod staff member should be:

- a self-starter with high ability at self-discipline and self-direction.
- a team player who readily operates in a collaboration-oriented atmosphere that includes a high level of interaction with constituents from a variety of roles (educators, middle schoolers, parents, volunteers, mentors, board members, funders, community members, etc). Able to facilitate consistent yet personalized communication across these varied groups.
- able to operate in an environment with substantial complexity, balancing multiple tasks simultaneously while prioritizing intuitively.
- focused on building a thoughtful, diverse team culture, with high values on excellence, experience, and empowerment.
- a creative thinker and innovation oriented; able to solve problems and think creatively about tackling obstacles in a variety of forms and from various angles.
- proactive and mature in dealing with conflict, personnel issues, and community engagement.
- able to efficiently organize, communicate and delegate tasks, while working alongside teammates and volunteers to see ideas through to completion.

GENERAL REQUIREMENTS

Candidates should:

- exude high organizational capacity.
- show eagerness to continue learning.
- be able clearly communicate financial information in accessible ways.
- have the ability to dodge flying foam animals deftly (or at least not complain if unsuccessful).
- demonstrate a strong attention to detail and follow through.



SPECIFIC SKILL SETS

Candidates should:

- possess a strong understanding of QuickBooks Online, including A/R, A/P, reconciliations, and automatic downloads of banking activity.
- be familiar with class recording and tracking in QuickBooks Online.
- be able to process payroll using the Gusto online platform and ensure all liabilities are timely paid and accurately recorded.
- have familiarity with both government and foundation-funded grant financial best practices, including creating budgets, reimbursement, and reporting.
- understand usage of restricted funds and general nonprofit accounting best practices.
- be adept at using spreadsheets (Excel, Numbers, Sheets).

DIRECTOR OF FINANCE DUTIES & RESPONSIBILITIES

The Director of Finance will:

- run regular payroll using 3rd party software for all employees.
- manage all aspects of day-to-day bookkeeping and accounting processes including but not limited to: A/P, A/R, payroll, journal entries, and bank reconciliation
- process and pay incoming invoices in a timely manner.
- write and secure outgoing invoices, in consultation with the Executive Dreamer.
- receive and deposit organizational revenue.
- prepare monthly and quarterly financial reports, including standard financial reports, budget vs. actual reports for Board meeting and grant-specific financial reports.
- coordinate with outside CPA firm in preparation of year-end compilation / review / audit.
- collaborate with Executive Dreamer on development / analysis of annual organization budget.
- maintain accounting procedures and policies and systems of internal controls to ensure the integrity of all financial systems.
- work with 3rd party benefits providers to maintain benefits provisions for team members.
- perform non-routine tasks requiring strong judgment and initiative.