



**Preferred Properties, Inc.**  
**Properties Preferred by People with Disabilities**

**Finance Director**  
**Toledo, OH**



If you are interested in this exceptional opportunity, please submit a detailed resume immediately to:  
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Should you have any questions in consideration of your own interest, or a referral of a colleague, please contact us at the number above.

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## Preferred Properties, Inc.

People living with disabilities have always wanted to live on their own. Unfortunately, due to their disability, income level, and a lack of affordable and accessible housing in Toledo, their housing options were severely limited. In fact, a home of their own, in a neighborhood of their choice, seemed like only a dream.

In the Spring of 1992, a new organization was formed which would finally make the dreams of persons living with disabilities a reality.

Preferred Properties, Inc. was created in May, 1992 from a collaboration between the Lucas County Board of Developmental Disabilities (LCBDD), and the Ability Center of Greater Toledo (ACT).

Also referred to as "P<sup>2</sup>", the corporation is a charitable 501(c)(3) tax exempt organization.

The founding organizations saw the need to establish and support a not-for-profit housing development corporation that would focus exclusively on the creation of housing opportunity through a variety of housing programs for persons with disabilities. The corporation would develop its housing in such a way that persons living with disabilities would be effectively integrated into communities and neighborhoods. Preferred Properties, Inc. began acquiring units in October, 1992.

## Position Summary

The Finance Director is responsible for the implementation of financial operations for the corporation and affiliates. Establishes and maintains accounting, financial records, performs financial analyses required to determine the present and future financial position of the Corporation. Oversees audit functions, internal reporting, banking relationships, payroll functions, payroll tax returns, budgeting, federal, state and local tax returns, financial accounts, insurance and other related accounting activities. The Finance Director provides oversight to the corporation's fiscal operations, is a member of the Management Team and supervises Finance department staff.

## Essential Duties and Responsibilities

- Responsible for seeking revenue streams for the agency.
- Directs, coordinates and monitors a variety of fiscal control and management activities involving budget, long-range financial planning, payroll, accounts payable and receivable, grants, rental payments, and financial reporting.
- Prepares monthly financial statements and oversees accounts payable and accounts receivable operations.
- Supervises payment of all funds and is responsible for all banking activity.
- Responsible for all payroll related functions including assisting with new employee orientation, and employee benefits management.
- Oversees development and monitoring of corporation and projects budgets and fiscal controls.
- Establishes and implements approved budget, accounting and auditing procedures and reporting mechanisms.
- Responsible for obtaining real estate tax exemption and for overseeing the implementation of sales tax exemption for new vendors.
- Monitors activities to assure compliance with program and governmental regulations to include tax credit projects.
- Advises the Executive Director and staff of fiscal issues; interprets fiscal policies and procedures and makes recommendations involving financial matters.
- Responsible for upgrading of financial software and hardware and is responsible for the purchase of and maintenance of the corporation's computers and other office equipment.
- Responsible for completion of grant applications and development budgets.
- Responsible for the review and maintenance of all insurance policies.
- Responsible for establishing and maintain all bank accounts and investments.
- Attends meetings, seminars and conferences relating to financial and development activities.
- In emergency situations actively participates with the Executive Director and other administrative team members to ensure the safety and welfare of residents.
- Performs other related duties as required by the Executive Director.

## Knowledge, Skills and Abilities

- Superior knowledge of accounting, budgeting, data processing, and purchasing practices and procedures including superior skills of Microsoft Excel and Word; additional knowledge of fiscal practices related to HUD, Low Income Housing Tax Credit and other housing finance mechanisms desired.
- Knowledge of governmental laws, rules and regulations relating to financial matters, including workman's compensation.

- Ability to research, analyze and communicate fiscal information.
- Ability to establish and maintain harmonious relationships.
- Effective organizational and responsive communications skills.
- Maintains compliance with all applicable laws and policies regarding confidential information and privacy.
- Adheres to the principals of good management practices, fiscal integrity, and professionalism.

### Education, Experience & Requirements

- A master's degree in business administration with a concentration in accounting preferred.
- Must have completed a minimum of ten years of progressive accounting and payroll experience, preferable in a not-for-profit setting; additional experience may be considered in lieu of master's degree.
- Must possess a minimum of five years' supervisory experience in an accounting related role.

## Toledo, Ohio

Toledo is the fourth most populous city in the state of Ohio and is the county seat of Lucas County. Toledo is in northwest Ohio, on the western end of Lake Erie, and borders the State of Michigan.



The city straddles the Maumee River at the southern end of Maumee Bay, the westernmost inlet of Lake Erie. Toledo sits north of what had been the Great Black Swamp, giving rise to another nickname, *Frog Town*. An important ecological site, Toledo sits within the borders of a sandy oak savanna called the Oak Openings Region that once took up over 300 square miles. Toledo is located within approximately four hours or less of seven major US cities: Detroit, Cleveland, Columbus, Cincinnati, Pittsburgh, Indianapolis, and Chicago.

### Recreation

The Toledo Zoo was the first zoo to feature a *hippoquarium*-style exhibit. The Willis B Boyer is a former Cleveland-Cliffs lake freighter open to the

public as a museum, located at International Park, across from downtown Toledo along the Maumee River. The R. A. Stranahan Arboretum is a 47-acre arboretum maintained by the University of Toledo. Tony Packo's Cafe is located in the Hungarian neighborhood on the east side of Toledo known as Birmingham, and features hundreds of hot dog buns signed by celebrities. The Toledo Metroparks includes the University/Parks Trail and the Toledo Botanical Garden. On January 15, 1936, the first building to be completely covered in glass was constructed in Toledo. It was a building for the Owens- Illinois Glass Company and marked a milestone in architectural design representative of the International style of architecture, which was at that time becoming increasingly popular in the US. The Imagination Station hands-on science museum (formerly COSI Toledo), is located in downtown. The Toledo Lucas County Public Library was 4-star rated for 2009 by the Library Journal, sixth among the biggest spending libraries in the United States.



Toledo is home to the Toledo Mud Hens, one of minor league baseball's oldest teams, having first played in 1896. They currently play at Fifth Third Field which was completed in 2002. In 2005, the Mud Hens won the International League Governor's Cup Championship against the Indianapolis Indians and again in 2006 against the Rochester Red Wings for their 2nd and 3rd championships. The Mud Hens are the AAA affiliate of the MLB Detroit Tigers.

The Huntington Center is Lucas County's newest attraction. The \$105 million dollar state-of-the-art 8,000 plus seat multi-purpose arena is located in downtown Toledo. Huntington Center is also the home of the Toledo Walleye ECHL Ice Hockey Team. There are 20 private suites and 750 prestige club seats as well as a club-level lounge, a banquet facility, a team merchandise store and a modern scoreboard. The Huntington Center is the premier stopping point for national touring concerts and performances including musicians from every genre and world-renowned family shows and well as local, state, and regional sporting events.

SeaGate Convention Centre is a performing arts and convention center located in downtown Toledo. The Centre's exhibit hall measures 74,520 square feet and seats up to 5,100 for a banquet 9,000 for a meeting, and 4,000 in a classroom configuration. SeaGate Convention Centre also features 17,552 square feet of meeting space.

Cedar Point is a 364-acre amusement park located in Sandusky, Ohio, an hour's drive from Toledo and sits on a narrow peninsula jutting into Lake Erie. Cedar Point is the only amusement park with four roller coasters that are taller than 200 feet. As of 2010, Cedar Point has more rides (75) than any other amusement park. It also has a mile-long white sand beach, an outdoor water park (Soak City), an indoor water park and hotel (Castaway Bay), two marinas, several hotels, and Challenge Park, which features attractions such as go-karts, miniature golf, Ripcord and





Skyscraper. Known as "America's Roller Coast", Cedar Point has been deemed "Best Amusement Park in the World" by *Amusement Today* for 16 consecutive years.

## Fine Arts

The Peristyle is the concert hall in Greek Revival style in the East Wing of the Toledo Museum of Art; it is the home of the Toledo Symphony Orchestra and hosts many international orchestras as well. The Stranahan Theater is a major concert hall located on the city's south side. The Toledo Opera has been presenting grand opera in the city since 1959. Its current home is the historic Valentine Theatre in Downtown. The Toledo Repertoire Theatre was created in 1933 and performs both Broadway hits and lesser-known original works. The Collingwood Arts Center is housed in a 1905 building designed by architect E. O. Fallis in the "Flemish Gothic" style. The parlor is used to showcase art exhibitions while the second and third floor rooms are rented to local artists. The Toledo Museum of Art is an internationally acclaimed museum located in a Greek Revival building. It's Center for Visual Arts addition by Frank Gehry was added recently, and the Museum's new Glass Pavilion across Monroe Street opened in August 2006. Toledo was the first city in Ohio to adopt a one percent levy for arts program and, as such, boasts many examples of public, outdoor art. The works include large sculptures, environmental structures, and murals by more than 40 artists. The Toledo Ballet provides an opportunity for area students to study ballet and perform their art.

## Education

Primary and secondary schools

Toledo Public Schools operates public schools within much of the city limits, along with the Washington Local School District in northern Toledo. Toledo is also home to several public charter schools including two Imagine Schools. Additionally, several private and parochial primary and secondary schools are present within the Toledo area. The Roman Catholic Diocese of Toledo operates Roman Catholic primary and secondary schools. Private high schools in Toledo include Central Catholic High School, Maumee Valley Country Day School, St. Francis de Sales High School, St. John's Jesuit High School and Academy, Notre Dame Academy, St. Ursula Academy (Ottawa Hills), Cardinal Stritch High School (Oregon), the Toledo Islamic Academy, Freedom Christian Academy, Toledo Christian Schools, Emmanuel Christian, the David S. Stone Hebrew Academy (Sylvania), and Apostolic Christian Academy.

Colleges and universities

These higher education institutions operate campuses in Metro Toledo:

- The University of Toledo
- Bowling Green State University (Bowling Green)
- Davis College
- Lourdes College (Sylvania)
- Mercy College
- Monroe County Community College (Monroe)
- Owens Community College (Perrysburg/Oregon)
- Southwestern College
- Stautzenberger College (Maumee)
- Toledo Academy of Beauty
- Toledo Professional Skills Institute
- Herzing University
- ITT Tech (Springfield Twp.)



## Transportation

### Airports

Toledo Express Airport serves the city. For international flights and expanded destinations, the Detroit Metropolitan Wayne County Airport is a 40-minute drive north. Metcalf Field is a smaller regional airport east of Toledo.

### Rail

Amtrak, the national passenger rail system, provides service to Toledo under the Capitol Limited and the Lake Shore Limited. Both lines stop at Martin Luther King, Jr. Plaza which was built as Central Union Terminal by the New York Central Railroad—along its Water Level Route—in 1950.