



# CUYAHOGA LAND BANK

## TITLE: INVOICE CODING & GRANTS COMPLIANCE SPECIALIST PART-TIME, ONSITE

Help transform Cuyahoga County — one project, one neighborhood, and one home at a time.

For more than 15 years, the Cuyahoga Land Bank has been a national leader in community revitalization. Formed in the wake of the 2008 housing crisis, the Land Bank has strategically acquired, demolished, renovated, and redeveloped thousands of properties, generating more than \$3.6 billion in economic impact and improving quality of life across our county. Today, we continue to build stronger neighborhoods by returning properties to productive use and partnering with builders, residents, and communities to shape the future of housing in Cuyahoga County.

**Position Overview:** The Cuyahoga Land Bank is seeking a detail-oriented part-time (approximately 24 hours per week) Invoice Coding & Grants Compliance Specialist to support real estate development activities. This role plays a critical part in ensuring financial accuracy, proper allocation of funding sources, and compliance with grant requirements across development projects. The ideal candidate thrives in highly detailed, rule-based work and is motivated by contributing to mission-driven community development.

### What You'll Do:

In this role, you will:

- Review, code, and allocate invoices across projects, funding sources, and line items with a high degree of accuracy.
- Ensure all coding aligns with grant requirements, eligible uses, and supporting documentation standards
- Identify and resolve discrepancies, missing information, or potential compliance concerns in collaboration with internal teams
- Maintain organized, consistent, and audit-ready financial documentation
- Support timely invoice processing to meet internal deadlines and external reporting requirements
- Assist with reconciliation, reporting, and audit preparation as needed

### What We're Looking For:

- Approximately 3+ years of experience in bookkeeping, accounting support, financial operations, or similar work involving invoice processing or coding
- Intermediate proficiency with SAGE, Concur, databases, Microsoft Office Suite
- Strong attention to detail and ability to produce highly accurate, consistent work
- Experience working within structured guidelines or compliance-driven environments (e.g., grant funding, insurance, payroll, or similar)
- Ability to interpret and apply rules related to funding sources and allowable costs
- Strong organizational and documentation skills
- Proficiency in Excel or similar tools; ability to learn systems quickly
- Experience with project-based accounting or multiple funding sources preferred
- Experience in real estate development, construction, or a related field is a plus
- Availability to work in a part-time onsite role with a schedule that includes Tuesdays and Thursdays

### Why Join the Land Bank:

- Meaningful work that directly improves neighborhoods and residents' lives

- A collaborative, warm, mission-focused organizational culture
- The opportunity to influence the future of community development across Cuyahoga County

The Cuyahoga Land Bank is an Equal Opportunity Employer.

Compensation Range: \$25.00-\$30.00/hour

To apply, please email your resume and cover letter to [careers@cuyahogalandbank.org](mailto:careers@cuyahogalandbank.org).

We kindly ask that applicants refrain from calling regarding this position; all inquiries and applications should be submitted through the application process outlined above.