



**Business Volunteers Unlimited
is pleased to announce a Fellow Opportunity with
*The Intergenerational Schools***

The Intergenerational Schools are looking for a Fellow to help with the financial strategy of the organization. We need someone to help solve complex customer issues, oversee the processing of payments, deposits and billing, lead and oversee budget implementation, manage authorizations, document procedures and recommend process improvements.

The Intergenerational Schools are a public, nonprofit community charter school network in Cleveland, Ohio. With schools in the Buckeye, Collinwood and Ohio City neighborhoods, we are transforming the school experience for Cleveland's children. At the Intergenerational Schools, our mission is to connect, create, and guide a multigenerational community of lifelong learners and spirited citizens as we strive for academic excellence.

To learn more about *the Intergenerational Schools*, please visit <https://www.igschools.org/about/>

Fellow role will include:

- Work in conjunction with Treasurer's Office to assist in managing the schools' finances
- Initiate, and train staff on how to initiate, purchase requisitions for the schools. For Facilities and IT expenses, this may include seeking bids and other procurement research.
- Assist in preparing school Board meeting materials such as purchased services, contract actions, and/or purchases exceeding \$25,000, etc.
- May review payroll to ensure proper funds are being used for specific employees.
- Work with the school's leadership team to develop school budgets and accurate projections, both for immediate decisions and long-term planning.
- Ensure Treasurer knows of any significant financial changes such as new hires or budget revisions
- Manage the Funding Applications in the Comprehensive Continuous Improvement Plan system (or other applicable state system)
- Plan, prepare presentation, and conduct required Federal Funds public meetings
- Complete annual Federal Funds self-assessment and any other audits that may be conducted

Term: 500 hours (November 2022 – April 2023)

Location: 3805 Terrett Avenue Cleveland, Ohio 44113 (hybrid mix)

Stipend: \$10,000

The ideal candidate will have significant professional experience in accounting and finance. Experience in the nonprofit and education sector is a plus.

To be considered for this opportunity, please contact Sarah Castle (scastle@bvuvolunteers.org) for application materials.

The BVU Fellows Program matches the talents of highly skilled professionals with local nonprofits to engage a transformative project that benefits the community. For more information, visit our webpage [BVU](#)