



Accountant

Status: Full-time | Salary, Exempt

Reports to: Chief Financial Officer (CFO)

Work Location: Mountain BizWorks serves the mountains region of North Carolina with offices in Asheville and Boone. We also have a hybrid work environment which enables remote work opportunities throughout the WNC region.

About Mountain BizWorks:

Mountain BizWorks (www.mountainbizworks.org) is passionate about serving Western North Carolina as a non-profit community development financial institution (CDFI) providing tailored small business lending and peer learning services. Our mission is to build a vibrant and inclusive entrepreneurial community in Western North Carolina by helping small businesses to start, grow, and thrive. When small businesses succeed, we all prosper.

Mountain BizWorks is seeking to create a diverse work culture that closely matches the diversity of our client base and the communities we support. Our seven core values are modeled by our team and incorporated throughout business operations: equity, inclusivity, collaboration, stewardship, sustainability, entrepreneur-centric, and local.

Purpose:

The Accountant is an integral part of the Mountain BizWorks Finance Office which oversees its core accounting functions and assists the CFO with managing the overall financial activities of the corporation.

Position Responsibilities/Essential Functions:

- Lead accounting operations including accounts payable/receivable, month-end closing entries, accruals and reconciliation of bank accounts.
- Serve as back-up to the CFO to prepare financial reports, including but not limited to income statements, balance sheets, reports to the board of directors and/or related committees, tax returns, audits, and reports for governmental regulatory agencies and funding source requirements.
- Maintain the corporation's general ledger of related accounting records and underlying support, including the chart of accounts.
- Manage all QuickBooks entries, vendor payments and related accounting functions.
- Oversee payroll and benefits administration.
- Review funding agreements to identify reporting responsibilities (both financial and



- non-financial), and the timeliness of such reporting.
- Manage the fund accounting system to adequately track and report on program, grant, and contract expenses.
 - Work closely with the CFO and Program Managers to ensure funder reporting requirements for foundation, corporate and government grants and investments are accurate and timely.
 - Serve as primary staff contact with vendors, and other inquirers regarding payment and accounting issues.
 - Manage payroll and benefits systems including insurance coverage and other financial benefits management.
 - Provide reports and analysis for the CFO and CEO as may be requested.
 - Lead in preparing annual tax related statements.
 - Serve as a collaborative and proactive member of the Finance Team and works effectively with staff and ensures their input into accounting matters and their adherence to accounting requirements.
 - Assist with audit preparation.
 - Maintain the Finance/Accounting Procedures Manual to ensure it is accurate and up to date on all tasks and processes handled by the Accountant.
 - Additional tasks as assigned.

Minimum Required Education, Skills, and Attributes:

- Commitment to [Mountain BizWorks' vision, mission, and values](#).
- Must live in [Western North Carolina](#), or be willing to relocate here.
- Minimum of three years of accounting experience, education (e.g. bachelor's degree in Accounting), or combination of the two.
- Solid experience with accounting operations, accounts payable and receivable, general ledger, payroll, issuing 1099s, financial and grant reporting, and assisting with audit activities.
- A track record in grants financial management as it relates to compliance and reporting of government, corporate and foundation grants is essential.
- Technology savvy and advanced knowledge of accounting and reporting software and Microsoft Excel.
- Keen analytic, organization and problem-solving skills which allows for strategic data interpretation versus. simple reporting.
- Strong interpersonal and communication skills; experience in effectively communicating key data, including presentations to senior management, board or other outside partners.
- Ability and desire to translate complex financial concepts to individuals at all levels including finance and non-finance managers.
- Very organized and detail-oriented.
- Ability to thrive in an entrepreneurial, team-oriented, mission-driven environment.



Other (Supervisory Responsibilities, Schedule, Travel):

- This position has no supervisory responsibilities.
- Normal business hours are Monday - Friday, 9am - 5pm with opportunities for flexibility; however, this position may require some weekend and/or evening work to accommodate quarterly and annual reporting requirements.

Physical Demands:

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Work Environment/Physical Demands: position duties are performed in a typical office environment, with minimal exposure to excessive noise or adverse environmental issues. Possible prolonged periods sitting at a desk and working on a computer. The employee may occasionally lift and/or move up to 10 pounds.

Compensation & Benefits:

Anticipated starting salary of **\$58,000**, with the opportunity for a higher starting salary based on skills and experience.

- Medical insurance plans
 - 80% of employee medical paid by employer
 - family coverage paid by employee
- Dental, vision & supplemental insurance options
 - 100% employee paid
- Retirement plan
- 10 paid holidays
- Paid Time Off (PTO):
 - Earn 18 days/year the 1st year of employment
 - Earn 24 days/year after 1st year of employment
- Professional Development Fund
- Sabbatical Leave Program
- Self-Care Fund
- Flexible schedule opportunities, as permitted by the role and workload

How to Apply:

Qualified/interested candidates should **email** their resume and cover letter to careers@mountainbizworks.org with the subject line "**Accountant**". Initial responses to this opportunity are requested by **9am Eastern on Friday, May 13th, 2022** with the position remaining open until filled thereafter.

Mountain BizWorks values and respects all types of diversity and strongly encourages applicants from traditionally marginalized groups to apply. We prohibit discrimination and harassment and provide equal employment opportunity without regard to, and not limited to, ethnicity, religion, race, national origin, abilities, gender identity, sexual orientation, age or genetic information.