



## **Accountant**

*A full-time position based out of the Asheville office*

### **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.

### **Location**

This position is based out of the Asheville office, however during the COVID-19 pandemic, the position should be prepared to also work remotely if required by public health guidelines or company policies.

### **Key Responsibilities**

- Lead accounting operations including accounts payable/receivable, month-end closing entries, accruals and reconciliation of bank accounts
- 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
- Additional tasks as assigned

### **Qualifications and Experience**

- Minimum of a BA in accounting or related field; Masters, CPA, or MBA preferred
- Solid experience with accounting operations, accounts payable and receivable, general ledger, payroll, 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



- 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
- Flexibility to work remotely during the pandemic when required
- Competency in Spanish is a plus
- Demonstrated interest in the mission and values of Mountain BizWorks

**Reporting Relationship:** Reports to Chief Financial Officer

**Pay:** Full-time, Salary

**FLSA Classification:** Exempt

**Compensation & Benefits**

Mountain BizWorks provides a competitive salary. Full-time positions are eligible for a benefits package, including: medical insurance; retirement plan; paid vacation and holidays. Significant opportunities for growth.

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.

**To Apply:**

Qualified/interested candidates should email their resume and cover letter to [careers@mountainbizworks.org](mailto:careers@mountainbizworks.org) with the subject line "Accountant position".

***Due to the high volume of COVID response programs being managed, this position is available to be filled immediately and will remain open until filled.***