



Accounting Manager

Founded in 2009, the National Interscholastic Cycling Association (“NICA”) develops youth mountain biking programs for student-athletes across the United States. NICA provides leadership, services and governance for state leagues to produce quality youth mountain bike programs supporting every student-athlete in the development of strong mind, body and character through cycling.

Reporting to the VP of Finance and Administration, the Accounting Manager is a full time exempt (salaried) position, responsible for accounting review activities to ensure compliance with generally accepted accounting principles (GAAP), organizational policies, and external audits. This person will manage monthly and yearly closing of National and state league accounts and preparation of reports in support of the financial statements. The Accounting Manager will report to and work closely with the VP of Finance and Administration in development and implementation of accounting policies, procedures, and controls for the yearly audit. This position has three direct reports (bookkeepers).

Responsibilities

- Ensures financial records are maintained in compliance with GAAP
- Reviews and audits income and cash disbursement source docs and records
- Maintains month end and year end account reconciliation records
- Assists in month/year-end closes and in compilation of fiscal year-end reports
- Processes journal entries, account reconciliations, and analysis for fiscal year end and audit
- Records and reports fixed assets and depreciation and related for fiscal year end
- Assists in preparation for annual audit (various reconciliations and schedules)
- Prepares all relevant documentation for annual audit

Qualifications

- Bachelor’s degree in Accounting, Business, or related field
- 5+ years of Accounting Manager or accounting supervisory experience in a nonprofit
- A solid knowledge of GAAP accounting principles
- Experience with external auditors
- Expertise with QuickBooks Online, Microsoft Office, and Google Drive
- High attention to detail, excellent organizational skills, and the ability to work on multiple projects
- Excellent oral and written communication skills, and proven ability to work with limited supervision
- Adept at handling shifting priorities and meeting deadlines
- Requires significant work time on a MAC computer
- Background check will need to be processed (required for work in our youth nonprofit)
- Demonstrated problem-solving capabilities with a high degree of integrity, ethics, and dedication to the mission of the organization
- Experience working in the outdoors industry, or in a youth sports nonprofit organization a plus

This position will remain open until filled. No phone calls please. Compensation based on experience. Please send cover letter and resume to: JOBS@nationalmtb.org. Resumes without cover letters will not be considered.