



## Full Charge Bookkeeper

Reporting to the Accounting Manager, the full charge Bookkeeper is a full time exempt (salaried) position, responsible for the general bookkeeping of assigned multiple state (interscholastic mountain bike sports) leagues; maintaining the day-to-day accounting functions, accruals, financial statement preparation, and performing general accounting functions, as required as well as assisting with fiscal year end audits. This position has no direct reports.

### Responsibilities

- Performing general accounting duties for seven (7) separate state leagues including, but not limited to: receiving checks, preparing invoices, making bank deposits, bank & cash reconciliations, journal entries and supporting month-end close procedures
- Paying invoices and reimbursements in a timely manner
- Maintaining QuickBooks Online and electronically-filed accounting records
- Communicating with staff and vendors to resolve any accounting issues
- Researching, tracking and restoring accounting or documentation problems and discrepancies
- Receiving, verifying, and posting company transactions
- Prepares financial reports by collecting, analyzing, and summarizing account information and trends
- Assembles information for auditor for the annual audit

### Qualifications

- 3+ years of general accounting experience
- Bachelor's degree in Accounting, Business or related field preferred
- Knowledgeable of foundational accounting concepts, e.g., the difference between debits and credits, accrual vs. cash basis accounting, income statement and balance sheet items, use of the chart of accounts to code receipts and expenses
- An understanding of GAAP accounting principles
- Expertise with QuickBooks, Microsoft Office, Google Drive and Internet
- Solution oriented team player
- Adept at handling shifting priorities and meeting deadlines
- Proven attention to detail
- Proactive and eager to learn
- Ability to work well without direct supervision
- Requires significant work time on a mac computer
- Background check will need to be processed (required for work with student athletes)

Compensation based on experience. No phone calls. Please send cover letter and resume to:  
**JOBS@nationalmtb.org**