



Bookkeeper

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 Accounting Manager, the full charge Bookkeeper is a full time exempt (salaried) position, responsible for the general accounting 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

- Performs general accounting duties for 10+ separate divisions including, but not limited to: receiving checks, preparing invoices, making bank deposits, bank and cash reconciliations, journal entries, and supporting month-end close procedures
- Pays invoices and reimbursements in a timely manner
- Maintains QuickBooks Online and electronically-filed accounting records
- Communicates with staff, volunteers, and vendors, to resolve any accounting issues
- Researches, tracks, and restores accounting or documentation problems and discrepancies
- Receives, verifies, and posts 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
- Knowledge 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 Online, Microsoft Office, Google Drive and internet
- Adept at handling shifting priorities and meeting deadlines
- Proven attention to detail
- 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 in our youth nonprofit)
- Experience working in a youth sports organization a plus
- Experience working with youth, preferably in sports, a plus

Compensation based on experience. No phone calls. Please send cover letter and resume to: JOBS@nationalmtb.org. Resumes will not be considered without a cover letter.