



## **JOB POSTING**

### **Position: Accounting Clerk (Part-Time)**

Mid-Atlantic Broadband Communities Corporation (MBC) is currently seeking a candidate for a part-time Accounting Clerk in South Boston, Virginia. This position is responsible for tasks which assist the Finance department in recording transactions and maintaining records.

MBC owns and operates an extensive open-access fiber optic network, providing wholesale optical transport services to communities throughout the southern Virginia region. Created in 2004, MBC's mission is one of economic revitalization and development in rural Virginia, working closely with communities and regional economic development groups to bring state-of-the-art broadband transport services to the area and help drive private sector investments in our region.

#### **WORK LOCATION**

Mid-Atlantic Broadband Communities Corporation, 715 Wilborn Avenue, South Boston, VA 24592

#### **DUTIES AND RESPONSIBILITIES**

- Accurately review, code, and process vendor bills, vendor credits, and check requests, including obtaining necessary approvals, and scanning/saving copies.
- Perform review and reconciliation of vendor bills and statements and correct discrepancies/errors.
- Maintain vendor accounts while staying in compliance with company policies and procedures, including addressing and responding to vendor inquiries.
- Create purchase orders, as necessary.
- Serve as a back-up to Accounting Coordinator by auditing purchase orders, packing slips, and invoices to ensure they are accurate, accounted for and assembled in appropriate order for processing for payment.
- Retrieve and distribute mail and complete cash receipts forms as necessary.
- Other duties as assigned.

#### **REQUIREMENTS**

- Minimum of an Associate Degree in Business/Finance/Accounting is preferred.
- One (1) to three (3) years of professional work experience, accounts payable experience is a plus.
- Experience with accounting information systems is preferred (examples: Quickbooks, Sage, NetSuite, etc.)
- Experience managing multiple activities, prioritization of tasks and problem resolution.
- Advanced knowledge of Microsoft Office (Excel, Word, and Outlook).
- Excellent analytical and communication skills.
- Continuous computer keyboard activity.
- Ability to bend, stoop, sit and lift.

#### **COMPENSATION AND BENEFITS**

MBC offers competitive compensation. This position is part-time and not eligible for benefits. MBC is an EEO employer and will consider all applications without regard to race, color, religion, citizenship, political activity or affiliation, marital status, age, national origin, race, traits historically associated with race, physical or mental disability, medical condition, genetic information, veteran status, military status, sexual orientation, sex or gender (which includes harassment and discrimination based on gender identity, gender expression, pregnancy, childbirth, or related medical conditions), taking or requesting statutorily protected leave, or any other characteristics protected under federal, state, or local laws.

#### **HOW TO APPLY**

Submit cover letter and resume to Human Resources at [hr@mbc-va.com](mailto:hr@mbc-va.com) or 715 Wilborn Avenue, South Boston, VA 24592.