



## **JOB POSTING**

### **Position: Staff Accountant**

Mid-Atlantic Broadband Communities Corporation (MBC) is currently seeking a candidate for a full-time Staff Accountant in South Boston, Virginia. This position is an entry level role responsible for assisting the Finance department in recording transactions, maintaining records, taking a proactive role in problem resolution and prevention and assisting with process improvements.

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**

- Assist in the preparation of the monthly and annual closing activities.
- Manage the accounts payable process and prepare and issue disbursements to vendors.
- Maintain journal entries in support of assets, liabilities, net assets/equity, income and expense accounts.
- Record cash receipts and make bank deposits.
- Assist with collecting and recording expense reports in the accounting system and reconcile expense reports to credit card statements.
- Provide support, when needed, in reconciliation and collection of accounts receivable.
- Provide support to other members of the F&A team related to accounting entries
- Provide support in monthly reconciliation of accounts payable and correspondence with vendors when needed.
- Enter accounts payable for related subsidiaries and entities.
- Prepare monthly bank account reconciliations.
- Process payroll when needed.
- Provide support for distribution of mail to members of the organization when needed.
- Prepare account analysis related to general ledger accounts and grant activity.
- Reconcile and provide analysis and reporting for inventory and fixed assets when needed.
- Respond to inquiries from Management regarding financial results and special reporting requests.
- Support the Finance & HR Manager with special projects and workflow process improvements.
- Other duties as assigned.

#### **REQUIREMENTS**

- Bachelor's Degree in Accounting or Finance
- Three (3) to five (5) years of Accounting and Finance experience
- 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 and ability to bend, stoop, sit and lift.

#### **COMPENSATION AND BENEFITS**

This position is full-time, salaried with benefits. MBC offers competitive salaries and comprehensive benefits to include medical, dental, vision, short- and long-term disability coverages, life insurance and 401(k) retirement. 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.