



JOB POSTING

Position: Senior Accountant

Mid-Atlantic Broadband Communities Corporation (MBC) is currently seeking a candidate for a full-time Senior Accountant. This position is responsible for recording transactions, maintaining records, ensuring accuracy and compliance with procedures, taking a proactive role in problem resolution and prevention, assisting with process improvements, and works closely with other areas of the organization.

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 and prepare various schedules and workpapers.
- Prepares various schedules and workpapers for the annual audit held at the end of each fiscal year.
- Record and maintain journal entries in support of assets, liabilities, net assets/equity, income and expense accounts of the organization and related subsidiaries and entities.
- Record cash receipts and make bank deposits for MBC and related entities.
- Assist with expense report processing and reconcile expense report activity to credit card statements.
- Prepare and issue invoices to customers when needed.
- Provide support, when needed, in reconciliation and collection of accounts receivable. Contact customers with delinquent accounts or payment issues; work with customer to resolve issues, generate customer statements, update status, etc., as necessary.
- Provide support to other members of the F&A team related to accounting entries.
- Process accounts payable for related subsidiaries and entities; prepare and issue weekly disbursements to vendors, including remittance details for ACH payments.
- Perform monthly reconciliation of accounts payable and correspond with vendors as needed.
- Accurately review, code and process vendor bills for related subsidiaries and entities.
- Assist with financial reporting for related subsidiaries and entities as needed.
- Prepare monthly bank account reconciliations.
- Perform other various financial and accounting processes for related subsidiaries and entities.
- Prepare account analysis related to various general ledger accounts.
- Respond to inquiries from Management regarding financial results and special reporting requests.
- Assist with special projects and workflow process improvements, as needed.
- Other duties as assigned.

REQUIREMENTS

- Bachelor's degree in accounting or finance.
- Three (3) to five (5) years of demonstrated experience in accounting and finance.
- Experience with accounting information systems is preferred (examples: Quickbooks, Sage, NetSuite, etc.).
- Proven ability to manage multiple activities, prioritize tasks, and resolve problems.
- Proficiency in Microsoft Office applications (Excel, Word, and Outlook).
- Excellent analytical and communication skills.
- Strong attention to detail to prevent discrepancies.
- Ability to engage in continuous computer keyboard activity and to bend, stoop, sit and lift.

COMPENSATION AND BENEFITS

This position is full-time with benefits. MBC offers competitive compensation and comprehensive benefits to include medical, dental, vision, short- and long-term disability coverages, life insurance, 401(k) retirement, tuition reimbursement, paid time off and holidays. MBC is an equal employment opportunity (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 or 715 Wilborn Avenue, South Boston, VA 24592.