



JOB POSTING

Position: Accounting Coordinator

Mid-Atlantic Broadband Communities Corporation (MBC) is currently seeking a candidate for a full-time Accounting Coordinator. This position is responsible for tasks which assist the Finance department in recording transactions and maintaining records. This role is responsible for accounts payable processing and other duties and responsibilities as described below.

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

- For SG&A expenses and recurring Operations expenses, 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 or errors. Performs same as back up for other Operations and capital expenses.
- Maintain vendor accounts while staying in compliance with company policies and procedures, including addressing and responding to vendor inquiries.
- Create purchase orders for Operations equipment/electronics and SG&A purchases and place orders with vendors as needed.
- Organize and maintain the accuracy of all MRO inventory records and the MRO inventory room.
- Perform physical MRO counts at year-end and periodic counts as needed.
- Receive shipments, match items received to packing slips and purchase orders and enter item receipt transactions into ERP system to ensure items ordered have been received and accounted for.
- Coordinate, record, and track all Operations items/assets returned to vendors for exchanges or refunds.
- 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 five (5) years of professional work experience, accounts payable experience is a plus.
- Experience with accounting information systems is preferred (examples: Quickbooks, 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.
- Ability to engage in continuous computer keyboard activity, climb stairs 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.