

## **Networks Northwest Accountant**

Founded in 1974, Networks Northwest manages various programs and services for the 10 counties of Northwest Michigan. Our primary service categories include; workforce development, business & economic development, and community development. We currently have an opening for a professional to join our accounting team and serve as the Accountant for Networks Northwest. The individual will maintain the general ledgers, manage cash flow and accounts receivable, create financial reports for all funding sources, and close the books of record at the end of the fiscal year.

This is a full-time professional position functioning as a key member of the accounting department working directly with all accounting staff, as well as Networks Northwest and Michigan Works! management staff.

### **Responsibilities, Essential Duties and Functions**

- Analyze cash flow and obtain cash needed from funding sources to meet short-term cash needs.
- Prepare financial and cash reports for funding sources as required.
- Work with program directors as needed to understand accounting requirements for program management and for financial reporting.
- Work with fiscal departments of funding sources to assure compliance with funding source requirements for reporting
- Maintain the Community Development program budgets and reporting
- Maintain general ledger including maintenance of funds and GL numbers as required by funding sources and program directors.
- Review all invoices for accuracy and appropriate funding along with processing biweekly check run
- Work with CPAs, auditors and funding source monitors as needed.
- Maintain required accounting records.

### **Essential Qualifications, Knowledge, Skills and Abilities Required:**

- Bachelor's degree in accounting preferred.
- Knowledge of fund accounting is preferred
- Demonstrated competence in Microsoft Excel, accounting software and various reporting platforms.
- High level of accuracy and attention to detail essential.
- Effective oral communication skills.
- Effective and efficient problem-solving skills.
- Self-motivated to perform necessary tasks on-time and without daily supervision.
- Experience successfully interacting with individuals both internal and external to the organization.
- Organized to work efficiently and accurately with time sensitive deadlines.
- Ability to work effectively as a member of a team.

### **Compensation**

This is a full time salaried position paying \$50,000-\$60,000/year located in Traverse City, MI. The employee is entitled to the Networks Northwest fringe benefits package that includes: Comprehensive health, dental and vision insurance with employer paid premiums; life insurance; employer paid deferred compensation retirement package; paid vacation, paid sick leave, personal time, and paid holidays.

If you think you'd be a great match for this position, we want to hear from you! Send your cover letter and resume to [crystal.guinan@networksnorthwest.org](mailto:crystal.guinan@networksnorthwest.org) by December 13, 2024.

Networks Northwest is an Equal Opportunity Employer.