

## **Northwest Michigan Works! Accountant**

Northwest Michigan Works! is the leading workforce development agency serving job seekers and employers in Northwest Lower Michigan. We have an opening for a full-time professional to join our accounting team and serve as the Accountant for Northwest Michigan Works!

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

An employee in this position may be called upon to perform any or all of the following essential duties. These examples do not include all of the duties which the employee may be expected to perform.

- Prepare program budgets, monitor revenue and expenditures.
- Manage the bookkeeping and record keeping functions for adult education and workforce development programs.
- Monitor balance sheet accounts and coordinate revenue and expense accounts.
- Complete journal entries and update budget changes whenever necessary.
- Project monies needed and budget adjustments to be made.
- Work with CPAs, auditors, and funding source monitors.
- Maintain general ledger including maintenance of funds and GL numbers as required by funding sources and program directors. As a grant funded nonprofit, we utilize a fund accounting system.

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

- Accounting degree or relevant experience preferred.
- Demonstrated proficiency with office computer equipment and accounting software. Knowledge of FundBalance or other fund accounting software preferred.
- Well-developed verbal, written communication and listening skills.
- Detail oriented; ability to record information with 100% accuracy.
- Demonstrated ability to meet deadlines, as well as to organize data, prepare and produce reports and other business related documents as requested.
- Ability to maintain confidentiality.
- 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, 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 [Darla.Rowland@NetworksNorthwest.org](mailto:Darla.Rowland@NetworksNorthwest.org) by February 3, 2023.

Networks Northwest is an Equal Opportunity Employer.