



## About

NEKCV is a community-driven organization whose mission is to ensure high-speed broadband internet service is available to the most rural and underserved communities in the Northeast Kingdom and the Central Valley. Founded in 2020 as a Communications Union District, we began network construction in 2021. We're a small company of fewer than 20 employees, which means there's lots of room for growth and learning. Here at NEKCV, we're committed to creating an inclusive culture where all employees feel welcomed and valued.

## SUMMARY

The Staff Accountant is responsible for maintaining financial records, preparing reports, and assisting in the overall accounting operations of the organization. This role involves ensuring compliance with generally accepted accounting principles (GAAP) and supporting month-end and year-end closing processes. The ideal candidate is detail-oriented, analytical, and capable of working independently and collaboratively within a team environment.

### Key Responsibilities:

1. **General Accounting:**
  - Prepare and maintain accurate financial records, including journal entries, general ledger reconciliations, and financial statements.
  - Assist in the month-end, quarter-end, and year-end closing processes.
2. **Accounts Payable & Receivable:**
  - Process invoices, verify expenses, and ensure timely payment of vendor accounts.
  - Manage customer invoices, track receivables, and follow up on overdue accounts.
3. **Grant Reporting & Budgeting**
  - Grant reporting for a variety of state, federal and local grants.
  - Grant budgeting and financial grant compliance.
4. **Financial Reporting & Analysis:**
  - Prepare monthly, quarterly, and annual financial reports.
  - Assist in financial analysis, budgeting, and forecasting processes.
  - Assist in grant reporting.
5. **Compliance & Audits:**
  - Ensure compliance with GAAP and other regulatory standards.
  - Support external audits by preparing documentation and responding to audit inquiries.
6. **Process Improvement:**

- Identify areas for process improvement and assist in implementing more efficient workflows.
- Maintain and improve accounting procedures and controls.

**Qualifications:**

- Bachelor's degree in Accounting, Finance, or a related field.
- 2+ years of accounting experience, preferably in a corporate environment.
- Proficiency in accounting software (e.g., QuickBooks, NetSuite, or similar) and Microsoft Excel.
- Strong understanding of GAAP and financial reporting.
- Excellent organizational and analytical skills with attention to detail.
- Ability to work independently and collaboratively in a team environment.

**Preferred Qualifications:**

- CPA or working towards certification.
- Experience with ERP systems.
- Experience in telecommunications, utilities, and or construction accounting.
- Strong problem-solving skills and ability to manage multiple priorities.

**LOCATION, HOURS, AND COMPENSATION**

***Working Environment and Benefits***

- NEKCV has offices in Danville and Brighton. Most work is remote and requires sufficient internet access to support Zoom and Teams meetings.
- The position is full-time.
- Benefits are competitive, including 100% health insurance for the employee and up to 75% for the family; 30 days of combined time off; dental, vision, short and long-term disability, life insurance, and up to 3% retirement match.
- Salary range is \$70,000 to \$75,000, dependent on experience.

**TO APPLY**

Send a resume and cover letter to [careers@nekbroadband.org](mailto:careers@nekbroadband.org)