



## 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 Accounting Manager will oversee NEKCV's day-to-day accounting functions, ensuring accurate financial reporting and internal controls. This role is critical in managing multiple public funding streams, infrastructure investments, and the financial processes of a fast-growing company. This position will also manage the Staff Accountant roll. The ideal candidate is detail-oriented, knowledgeable in nonprofit or governmental accounting, and comfortable working in a dynamic, collaborative environment.

In combination with the Staff Accountant, this role will be responsible for:

### 1. General Accounting:

- Prepare and maintain accurate financial records, including journal entries, general ledger reconciliations, and financial statements.
- Maintain the general ledger and chart of accounts.
- Ensure timely and accurate month-end closings, quarter-end, and year-end closing processes.
- Payroll collection.

### 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.
- Process and track accounts payable, receivable, and reimbursements.

### 3. Financial Reporting & Analysis:

- Prepare monthly, quarterly, and annual financial reports.
- Assist in financial analysis, budgeting, and forecasting processes.
- Assist in grant reporting.

### 4. Compliance & Audits:

- Ensure compliance with GAAP and other regulatory standards.
- Monitor and manage compliance with multiple grant and loan requirements (federal, state, and local).
- Assist with annual audit preparation and serve as a point of contact for auditors.

- Support budget development and financial forecasting processes.
- Maintain and improve internal controls, financial procedures, and recordkeeping systems.

#### **5. Process Improvement:**

- Identify areas for process improvement and assist in implementing more efficient workflows.
- Maintain and improve accounting procedures and controls.
- Collaborate with program and operations teams to ensure accurate allocation of expenditures.
- Provide support to external contractors, municipal partners, and CUD board members as needed.

#### **Qualifications:**

- 3+ years of progressive accounting experience; public sector, nonprofit, or utility experience a plus.
- Strong knowledge of GAAP; experience with fund or grant accounting is highly desirable.
- Proficiency with accounting software (e.g., QuickBooks, NetSuite, or similar) and Excel.
- Familiarity with Uniform Guidance and federal grant compliance preferred.
- Strong analytical skills, accuracy, and attention to detail.
- Excellent written and verbal communication skills.
- 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. This role will be hybrid 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 \$80,000 to \$90,000, dependent on experience.

### **TO APPLY**

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