

Accounting Manager

\$45,000.00 - \$55,000.00 per year

Benefits: 403B, Flexible schedule, Paid time off
Full-time



Are you looking to make a difference in our community? Do you love working with numbers? If so, the MilkWorks team may have the perfect opportunity for you! We are a non-profit community breastfeeding center in Lincoln and Omaha with a family-centered work culture. This flex-hour position involves working as a valued member of a small team in an organization that values our employees and the contribution they make to our mission: Creating a healthier community by helping mothers breastfeed their babies.

This Accounting Manager position is responsible for all financial duties for both our Lincoln and Omaha locations. Job duties include, but are not limited to:

- Accounts payable for business and retail.
- Grant receivables and reporting.
- Use of QuickBooks Point-of-Sale Multi-Store for retail functions including:
 - o Daily retail cash drawer/credit card reconciliations and deposits.
 - o Retail inventory tracking and reconciliations.
 - o Sales and use tax monthly filing.
 - o Data exchanges between locations.
- Monthly payroll for approximately 35 employees using QuickBooks Enhanced Payroll including onboarding new hires into payroll system.
- Monthly and quarterly federal and state payroll taxes and returns.
- Annual federal and state payroll filing of W-2s/W-3s and 1099s.
- Annual workers compensation reporting and adjustments.
- Reconciliation of bank accounts.
- Reconciliation of insurance payments to insurance billing receivables.
- Tracking asset depreciation and prepaid expenses.
- Month-end and year-end adjustments to general ledger.
- Preparing monthly financial reports and providing analysis to Board of Directors and senior leadership.
- Preparations and support for annual audit and 990 preparation.
- Assisting Billing and Retail staff with financial related duties.
- Model MilkWorks' values and Code of Conduct. Exercise a high degree of confidentiality.
- Other duties as assigned.

Essential skills/experience for this position include:

- Minimum of an Associate degree in Accounting or four years related experience
- At least 2 years of QuickBooks Enterprise experience including payroll, taxes and general ledger.
- Retail and inventory experience, preferably using QuickBooks Point-of-Sale, or a strong willingness to learn and master.
- Experience reconciling multiple accounts, especially Accounts Receivable.
- Familiarity with outside audit preparation and process.

- Familiarity with regulations pertaining to payroll, employment, sales/use tax, property tax, etc.
- Intermediate Excel skills including sorting, filtering and formulas.
- Experience with reconciling and resolving financial related discrepancies
- Ability to work in the Lincoln, NE office with reliable and predictable attendance

This is a 35-40 hour a week position based at MilkWorks in Lincoln. Some flexibility in days and hours is available. MilkWorks is an equal opportunity employer.

Masks required in public areas of business and when requested.