

Accounting Manager for MilkWorks- Please send resumes to jobs@milkworks.org

Longing for a break from the corporate world, or looking to return to the work force after being home with your family? If you love accounting and finances, and you want to make a difference in our community, consider joining the MilkWorks team. We are a non-profit community breastfeeding center with a family-centered work culture. Our accounting position is full of challenges, without being overwhelming. This flex-hour, full-time position (32-36 hours a week) 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.

Essential skills include an accounting background, experience with Quickbooks Enterprise or Premier, QuickBooks Point of Sale, reconciliation of multiple accounts, and a familiarity with outside audit preparation and regulations pertaining to payroll and employment and taxes.

This full-time 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.
- Accounts receivable for insurance billing and private pay patients.
- 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.
- Monthly and quarterly federal and state payroll taxes and returns.
- Annual federal and state payroll filing of W-2s/W-3s and 1099s.
- Complete 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.
- Managing Human Resource functions related to hiring and payroll.
- Assisting Billing and Retail staff with financial related duties.

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 tracking down financial related discrepancies

This is a 32 to 36 hour a week position based at MilkWorks in Lincoln. Wage and responsibilities are commensurate with experience; minimum pay \$22.50 per hour. Some flexibility in days and hours is available. MilkWorks is an equal opportunity employer and supports a family friendly work environment.

All customers are currently required to wear masks, social distancing is in place, and when possible, flexible hours and work from home is temporarily possible.

Applicant Qualifications”

- J What is the highest level of education you have completed?
- J How many years of Accounting experience do you have?
- J How many years of GAAP experience do you have?
- J Please list 2-3 dates and time ranges that you could do an interview.