

The Mountain Retreat and Learning Center

Bookkeeper

ABOUT THE MOUNTAIN

The Mountain is an ecologically conscious retreat and learning center perched on a dramatic granite outcropping high above the beautiful Nantahala National Forest in Highlands, North Carolina. We celebrate Unitarian Universalist principles and welcome all of those who share our mission to create meaningful connections and make a difference in our world.

We offer private and group retreats, beautiful meeting spaces, engaging workshops, delicious meals, and opportunities for outdoor recreation and learning. We also host a variety of seasonal youth programs and residential camps each summer. Our campus includes a lodge with sweeping mountain views, cabins and bunkhouses, a lake, an extensive network of trails, an old growth forest, and a farm.

SUMMARY OF KEY DUTIES

The Bookkeeper manages the organization's day to day financial operations, including processing payroll, accounts payable and receivable, budgeting, production of financial statements and reports, and advising the senior management team on financial decisions. The Bookkeeper is responsible for monitoring and maintaining internal controls, while overseeing financial systems and related compliance requirements. S/he maintains accounts and records of revenue, disbursements, expenses and tax payments, and oversees audit and filing of tax returns and other reports to government agencies.

Essential Functions:

- Monthly financial statements and variance analysis
- Payroll Processing and salary/wage administration
- Employee benefits management
- Accounts Payable processing and vendor communication
- Processing monthly ACH and credit card donations
- Daily bank deposits
- Insurance and risk management
- Processing background checks
- Statistical analysis: occupancy, person nights

Financial Management

- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials for all donor segments, and oversee all financial, project/program and grants accounting.
- Coordinate and lead the annual audit process, liaise with external auditors and the finance committee of the board of directors; assess any changes necessary.
- Oversee and lead annual budgeting and planning process in conjunction with the ED; administer and review all financial plans and budgets; monitor progress and changes; and keep senior leadership team abreast of the organization's financial status.
- Manage organizational cash flow and forecasting.
- Update and implement all necessary business policies and accounting practices; improve the finance department's overall policy and procedure manual.
- Effectively communicate and present the critical financial matters to the board of directors.
- Prepare monthly financial statements and supporting reports for Finance Committee and CEO.
- Post accounts payable to proper general ledger and program accounts after scanning for accuracy; matching back up and securing signatures, as needed.
- Process checks, match with backup and present for signatures.
- Post journal entries to proper ledger for Fix Assets, Depreciation schedule, Overhead allocation or other adjustment needed.

- Post all accounts receivable including payments to proper general ledger and program accounts.
- Post of all cash receipts to proper general ledger and program accounts.
- Reconcile all bank statements monthly.
- Monitor bank accounts daily to assure appropriate balances are maintained
- Be the primary point of contact for auditors. Prepare various reports and records requested by auditors in performance of the annual audit.
- Maintain contribution between accounting software and donor database with Investment department.

Human Resources and Administration

- Further develop MRLC human resources and administration, enhancing professional development, compensation and benefits, performance evaluation, training, and recruiting.
- Ensure that recruiting processes are consistent and streamlined.
- Establish and manage a comprehensive training program to educate employees regarding staff tools, policies, and procedures.
- Work closely and transparently with all external partners including third-party vendors and consultants.
- Oversee administrative functions as well as facilities to ensure efficient and consistent operations as the organization scales.

Qualifications

- Minimum of a BA, ideally with an accounting or related degree
- The ideal candidate has experience of final responsibility for the quality and content of all financial data, reporting and audit coordination for either a division or significant program area
- Ability to translate financial concepts to – and to effectively collaborate with -- programmatic and fundraising colleagues who do not necessarily have finance backgrounds
- Experience in grants management a plus
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders

Reports to: Executive Director

Compensation: \$18 - \$20 / hour.

Location: Hybrid or remote.

Schedule: Full-time during onboarding, then 15 - 20 hours / week.

Benefits: Health and dental insurance, 3% SIMPLE IRA retirement matching.

AAP/EEO Statement

The Mountain Retreat and Learning Center is an Equal Opportunity Employer and is committed to the full inclusion of all.