

MCNC Job Description

Position Title:	General Accountant
Division/Dept:	Accounting
Manager/Supervisor:	Assistant Controller
Requisition:	871

Company Overview

MCNC is a North Carolina non-profit client-focused technology organization. Founded in 1980, MCNC owns and operates the North Carolina Research and Education Network (NCREN), one of America's longest-running regional research and education networks. With over 40 years of innovation, MCNC provides protected Internet, cybersecurity services, and related technology services. Learn more about [What We Do](#) and [Our Service Portfolio](#).

Position Description

This position is responsible for the overall administration of the financial management of various accounting functions including circuit service provider invoicing (i.e. properly accounting for their costs, the budgeting of these costs, and the timely reporting of these service provider costs and their related revenues); and assisting the Assistant Controller with all aspects of general accounting (i.e. month end closing, financial statement preparation, balance sheet reconciliation, budget preparation).

Key Responsibilities/Duties

- General Accounting:
 - Assist in the development, analysis, and interpretation of statistical and accounting information in order to appraise operating results in terms of profitability, performance against budget, and other matters bearing on the fiscal soundness and operating effectiveness of the organization
 - Assist in maintaining the company's system of accounts and keeping books and records on all company transactions and assets
 - Assist in the preparation or review of various month end account reconciliations
 - Perform general ledger entries and cross-train with other areas within Accounting
 - Assist in the preparation of reports that outline the company's financial position in the areas of income, expenses, and earnings based on past, present, and future operations
 - Assist in the preparation and monitoring of the annual operating budget and financial forecasts, investigate and report budget variances on a monthly basis, suggest areas for simplifications and streamlining of activity as well as ways to make the budget a more valuable tool for the organization
- General Accounting for Circuit Provider Services:
 - Oversee and perform most duties related to circuit service provider invoicing and budgeting.
 - Work with Customer Support, Operations and Engineering personnel to timely and accurately record establishment or termination of circuit services for new and existing customers
 - Establish contacts and rapport with circuit providers to assist them in their timely and accurate invoicing to MCNC for circuit services, work with circuit providers to resolve questions related to discrepancies, respond to billing inquires and assist in the telecommunications tax reporting.

- Assist in establishing accurate monthly budgets for recurring circuit services as well as reconciliation of revenues from customers related to those services
 - Assist fiber network group in tracking expenses for fiber cuts and relocations
 - Prepare pro rata share invoices to IRU holders for fiber relocation cost
- Work with accounts payable to make sure various invoices are processed for payment in a timely fashion, un-invoiced services are properly accrued, and prepare monthly journal entries as required.
 - This individual and the accounting staff are expected to work closely with other departments on financial analysis and planning
 - Complies with established policies & procedures especially in regards to internal accounting controls over expenditures
 - Assists staff in review of standard monthly reports and answer/investigate questions; generate ad hoc reports requested by staff
 - Serve as backup to fixed assets and invoicing/receivables functions
 - Other projects as assigned

Minimum Education and Qualification Requirements

- Bachelor's degree in Accounting
- 3+ years relevant experience in general accounting
- CPA and/or CMA or working towards CPA or CMA preferred
- Skilled in math, accuracy, and precision
- Ability to analyze and interpret data
- Ability to make decisions and solve problems while working under pressure
- Ability to plan, prioritize, and organize effectively
- Ability to show judgment and initiative to accomplish job duties
- Ability to work independently as well as with others
- Strong organizational skills
- Team player attitude
- Strong analytical, written, and verbal communication skills
- Detail-oriented
- Proficient in accounting systems (NetSuite desired), Microsoft Excel, and Gmail

Disclaimer: The above statements are intended to describe the general nature and level of work performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

MCNC is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status or any other characteristic protected by law.