



PO Box 20280
Boulder, CO
80308
Office:
303.545.9011
www.IMBA.com

JOB TITLE: Accounting & Operations Manager

TYPE: Full-time Exempt

INDUSTRY: Nonprofit

REPORTS TO: Finance Director

The Organization:

The International Mountain Bicycling Association (IMBA) is the worldwide leader in mountain bike advocacy, and the only organization in the U.S. focused entirely on trails and access, for all types of mountain bikers, in all parts of the country. IMBA is dedicated to growing the quality and quantity of mountain biking trail communities through a network of grassroots mountain biking advocacy organizations, technical assistance, and capacity-building programs. We are focused on creating Model Trail Communities and ensuring that everyone has access to great trails by supporting communities who want to invest in sustainable trail design and construction, helping them turn their visions of becoming a trail community into action-based advocacy.

Position Summary:

The Accounting & Operations Manager is a full-time, exempt position responsible for daily accounting and business operations tasks to ensure the company's financials are timely and accurate, with the opportunity to grow their skills in budgeting and financial reporting. This position requires a candidate with strong attention to detail, organization, and ability to hit deadlines.

This is a full-time remote position with options to use a shared office space in downtown Boulder, CO. At IMBA, we strive to be a diverse team with shared values who look every day to serve the mission while still having fun at work. We are flexible yet committed, and we show up to work hard every day in our fully remote culture. You do not have to be a mountain biker to contribute to our team, but we hope candidates applying have the passion of protecting public lands and trails, and believe bikes can help to build stronger communities.

Applicants' location will be in or around the greater Boulder area for office mail management and other administrative duties required on-site.

Compensation and Benefits:

This role offers remote flexibility, outstanding benefits, and a competitive salary based upon experience level. Candidates with experience in nonprofit accounting are strongly encouraged to apply. The compensation will range between \$55,000-\$60,000 based upon experience. Benefits



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include generous paid holidays, sick time, and unlimited PTO. Medical, dental, vision, and life & long-term disability insurance are also available. A 401k retirement plan is offered along with employer match.

Responsibilities:

Accounting:

- Maintain accurate accounting records with a solid understanding of nonprofit accounting principles.
- Ensures strong controls for access as a key admin user for main accounting systems, donor database, payment processors, and banking access.
- Pull and analyze reports for grant reporting, expense reports, budgets, audit, or other varied internal reporting needs.
- Review credit card and expense report charges, adherence to policy and budgets, and perform reconciliations.
- Record daily bank deposits and monthly bank reconciliations with oversight and review for any discrepancies to be addressed.
- Reconcile monthly donation database to daily payment processor deposits.
- Monthly invoicing with teams and oversight of accounts receivable.
- Perform refunds requests.
- Restricted grant tracking.
- Support and assist with the annual budgeting process.
- Maintain current and archived files for appropriate financial records.
- Coordinate and collect annual audit items, and support the annual audit process.
- Oversee weekly accounts payable process.
- Partner with staff and PEO for accurate payroll processing and reporting.
- Perform monthly chapter revenue reconciliations and chapter membership payouts.
- Contribute to regular process improvement for accounting and related operations.
- Other accounting duties as assigned by the Finance Director.

Operations:

- Mail pickup at office headquarters and disbursement as needed to remote staff.
- Manage state and federal compliance filings with 3rd party administrator.
- Ensure employee, vendor, and contractor compliance to all policies.
- Create processes and standard operating procedures for resource folders.

Qualifications/Desired Skills:

- Experience with double entry bookkeeping.



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- B.A./B.S. in Finance, Accounting, or related degree. Relevant roles and non-traditional pathways of experience will also be considered. At least 4 years of experience with accounting or bookkeeping is desirable.
- Takes initiative and employs strong problem-solving skills.
- Hits all deadlines.
- Skill or familiarity with QuickBooks and other accounting software systems.
- Attention to detail is a must, along with exceptional organizational skills and an eye for accuracy.
- Ability to treat financial information with confidentiality and discretion.
- Experience working with a complex chart of accounts for proper coding of income and expense transactions.
- Experience working in a nonprofit business environment.
- Proficiency with Excel spreadsheet applications and standard office software.
- Experience with accounting functions of CRM donor databases and project management software.
- Skill and experience with managing credit card receipt processing and merchant bank systems.

Interpersonal Qualities:

- Ability to manage job duties through virtual teams and communications across departments.
- Excellent interpersonal skills, including problem solving, resolving conflicts, and finding ways to creatively multi-task in a fast-paced work environment.
- Passion for and personal commitment to our mission and values of equality, community, collaboration, and integrity.
- Demonstrates respect and sensitivity for cultural differences.
- Treats people with respect, keeps commitments, inspires the trust of others, works with integrity and ethics, and upholds organizational values.
- Displays strong ethics regarding financial security and controls.