



## Fund Accounting & Reporting Analyst

**Organization:** New England Mountain Bike Association (NEMBA)

**Position Type:** Independent Contract or part-time

**Location:** Remote

**Hours:** 200-250 hours per year

**Reporting to:** Treasurer & Executive Director

**Compensation:** \$50-\$75 based on experience

The New England Mountain Bike Association is seeking a detail-oriented accounting professional to manage monthly accounting and fund-level financial reporting for our nonprofit organization.

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### Position Summary

This role is a hybrid accounting and financial reporting role responsible for maintaining the integrity of monthly accounting records while producing fund-level and chapter-level financial reporting that exceeds the native capabilities of QuickBooks. This role is ideal for a detail-oriented accounting professional who enjoys working in a structured but multi-dimensional environment. While the organization's revenue model is straightforward (primarily donations and memberships) and expenses are largely payroll and limited operating costs, financial reporting is complex due to:

- 30+ distinct income sources
- 30+ chapters (similar to managing 30 subsidiaries)
- Multiple funds requiring segmented reporting

The role requires strong technical QuickBooks expertise, advanced Excel skills, and the ability to translate transactional data into meaningful financial reports by fund and chapter.

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### Key Responsibilities

#### 1. Monthly Accounting & Transaction Management

- Record and reconcile bi-weekly payroll (approximately 3 hours per month in 2 out of 3 quarters)
- Record and reconcile investment activity
- Monitor and verify banking feed transactions within QuickBooks

- Ensure all transactions are accurately coded using appropriate classes/funds
  - Perform monthly bank reconciliations
  - Maintain integrity of the general ledger
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## **2. Quarterly Revenue Reconciliation**

- Collaborate with the Executive Director once per quarter
  - Reconcile reported income from external sources to actual cash received via QuickBooks banking feeds
  - Investigate discrepancies across 30+ income streams
  - Deliver finalized reconciled reporting (4–5 hour quarterly effort)
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## **3. Fund & Chapter Reporting**

- Leverage QuickBooks class reporting functionality
  - Extract raw data from QuickBooks and build customized financial reports in Excel (or similar tools)
  - Create reporting that accurately presents:
    - Income by fund
    - Income by chapter
    - Consolidated and segmented expense reporting
  - Develop repeatable reporting templates
  - Improve reporting clarity beyond QuickBooks' standard outputs
  - Present financial summaries suitable for leadership and board review
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## **4. Systems & Process Optimization**

- Maintain and improve QuickBooks class structure
  - Ensure consistent coding discipline across funds and chapters
  - Identify efficiencies in monthly and quarterly processes
  - Recommend reporting enhancements and automation opportunities
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## **Time Commitment**

- Ongoing monthly accounting workload is light but requires precision.
  - Quarterly reconciliation period requires focused collaboration.
  - Reporting development and maintenance may require periodic deeper analysis depending on organizational needs.
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## **Required Qualifications**

- Strong hands-on experience with QuickBooks (Online or Desktop)
  - Banking feeds
  - Class tracking
  - Exporting and manipulating reports
- Advanced Excel skills:
  - Pivot tables
  - Complex formulas
  - Data modeling
  - Reconciliation workbooks
- Solid understanding of fund accounting concepts

- Experience reconciling multiple revenue streams
  - High attention to detail and strong organizational skills
  - Ability to work independently and meet deadlines
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#### **Preferred Qualifications**

- Experience in nonprofit accounting
  - Experience working with multi-chapter or multi-entity organizations
  - Familiarity with investment accounting entries
  - CPA or accounting designation (preferred but not required)
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#### **Key Competencies**

- Analytical mindset
  - Process-driven
  - Systems thinker
  - Strong reconciliation skills
  - Ability to simplify complex financial structures
  - Clear communicator with non-financial stakeholders
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#### **What Success Looks Like in This Role**

- Clean monthly reconciliations with no backlog
  - Accurate income reporting across 30+ funds and 30+ chapters
  - Clear, board-ready financial reports built outside of QuickBooks
  - Seamless quarterly reconciliation process with Executive Director
  - Financial data that leadership can confidently rely on
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#### **Contact**

To apply, please send cover letter and resume to [nicole@nemba.org](mailto:nicole@nemba.org). We are taking direct applications only and not accepting applications from recruiting firms.

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