



Job Description

Title: Accounting Manager

Reports to: President & CEO

Position Type: Full-time

Summary: BE NKY Growth Partnership (BE NKY), the economic development company for Northern Kentucky, provides businesses with the expertise they need to build opportunities in Boone, Kenton, and Campbell Counties. Through our business attraction and retention efforts, we seek to create opportunity and prosperity for all Northern Kentuckians.

The Accounting Manager advances BE NKY's mission by ensuring BE NKY and its Charitable Corporation as well as the Northern Kentucky Port Authority maintain accurate financial records, strong financial controls, and reliable reporting that supports informed decision making and responsible stewardship of organizational resources.

This position serves as the organization's primary internal accounting resource and works closely with external accounting partners to ensure financial operations are efficient, compliant, and positioned to support long-term organizational success.

We are seeking a team member to support the organization in the following areas:

Maintain Fiscal Health and Organizational Compliance

Through disciplined financial management and reporting, protect BE NKY's fiscal integrity and operational continuity to ensure leadership has reliable financial intelligence for planning, and the organization meets all compliance obligations across BE NKY and its affiliated entities.

- a. Maintain accurate, audit-ready financial records and documentation for all financial transactions
- b. Process and manage all payables and receivables for BE NKY and its affiliated entities
- c. Prepare and deliver monthly financial reports
- d. Provide updates to the Executive Committee, Finance and Audit

- Committee, and Board of Directors at their corresponding meetings
- e. Coordinate with external auditors, accountants, and financial institutions
 - f. Develop the annual budget alongside leadership forecasting by compiling, organizing, and analyzing financial data
 - g. Special projects, as assigned

Strategic Link – BE NKY's operational priorities depend on sound financial infrastructure. The organization's financial system should be reliable, compliant, and transparent.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of this position. Duties, responsibilities, and activities may change at any time, with or without notice.

Necessary Knowledge

1. Undergraduate Degree – Accounting, Finance, Business Administration, or Related Field from an accredited college or university.
2. Five or more years of progressively responsible accounting experience is preferred.
3. Knowledge of nonprofit, governmental, quasi-governmental, economic development, real estate, or development related accounting principles.
4. Knowledge of fund accounting, grant accounting, and financial reporting requirements.
5. Familiarity with GASB standards and governmental financial reporting is strongly preferred.

Skills Required

1. Strong proficiency with accounting software and financial systems, including QuickBooks Online. QuickBooks Online certification is preferred.
2. Familiarity with Bill.com or other related software applications is desired.
3. Strong proficiency in Microsoft Excel, including formulas, pivot tables, lookups, and financial data analysis.
4. Full-cycle accounting, including account reconciliations, journal entries, month-end closing, accruals, and financial reporting.
5. Managing financial activity across multiple entities, funds, grants, projects, or business units.
6. Ability to analyze financial information, identify discrepancies or

trends, and communicate findings clearly to both financial and non-financial audiences.

Abilities Required

1. Strong organizational skills and attention to detail.
2. Must be a self-starter, motivated, and results oriented.
3. Ability to manage multiple priorities, complex tasks, and competing deadlines with limited supervision.
4. Ability to present financial information clearly and confidently during in person and virtual meetings and events.
5. Professionalism, collaboration, and confidentiality are a must.

About BE NKY Growth Partnership

Our Why: Opportunity and prosperity for all Northern Kentuckians

Our Just Cause: To serve Northern Kentucky so that our community prospers through the creation of good jobs.

BE NKY has a collaborative, supportive, and fun work environment. We offer health, dental, and vision insurance, 401k match, paid time off (PTO), parental leave, and an annual wellness stipend. The office is our primary work location; however, we offer flexibility to work from home on a limited basis.

Please submit resume and salary requirement to Rachelle Creager at rcreager@be-nky.com by October 30, 2026.

**BE NKY provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, BE NKY complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. BE NKY expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of BENKY's employees to perform their job duties may result in discipline up to and including discharge.*