

**Mill Town** is a private impact investment company based in Pittsfield, Massachusetts, in the heart of Berkshire County. Our mission is to expand and improve the quality and quantity of opportunities to live, work, and play in the Berkshires.

We work collaboratively to improve Pittsfield and the region by investing in valuable projects, building connections, and empowering entrepreneurs and community organizations. We maintain a community-first mindset in all our efforts, with a goal of improving our region with a focus on sustainability.

Mill Town has a current opening for a **General Ledger Accountant** to join our team supporting a variety of projects and initiatives.

**Overall Responsibilities:**

Assist Mill Town's finance team with various General Ledger Accounting operations and projects across Mill Town's portfolio to ensure the accuracy and completeness of the financial statements.

**Job Duties:**

- Assist in the oversight of external bookkeepers for multiple operating entities, ensuring accurate recording of entries and timely financial close
- Collaborate with operating entity leads to maintain accurate activity in the accounting software and timely month end close procedures
- Monitor and implement best practices and ensure compliance with Generally Accepted Accounting Principles
- Prepare monthly account reconciliations and other financial control processes to ensure the accuracy and completeness of the financial statements
- Provide analytic and value-added insight on a variety of business operations and project support as needed

**Qualifications:**

- Bachelor's degree in Accounting, Finance, Business Management, or related discipline
- Minimum of 3-5 years of experience in a finance, accounting, or business role with a demonstrated analytical ability
- Knowledge of Generally Accepted Accounting Principles and experience with concepts such as revenue recognition, account reconciliation, financial statement preparation and analysis.
- Experience with accounting systems

**Key Characteristics:**

- Entrepreneurial mindset
- Self-starter with an ability to work independently and in areas of ambiguity with little guidance
- A demonstrated professional integrity
- Strong communication skills, both written and oral
- Great attitude, fun, team player with a desire to make an impact
- An intellectual curiosity and inquisitiveness – comfortable asking questions that lead to better results
- Not satisfied with status-quo – a creative thinker

**Benefits:**

- Compensation and benefits package based on experience and qualifications

*Resumes can be sent to [info@milltowncapital.com](mailto:info@milltowncapital.com)*