



Accounting Manager

Reports to: Chief Financial Officer
Location: Ames, IA / Hybrid

FLSA Status: Exempt
Hours: Full Time

About Bound

We believe an athletic director's job is one of the most critical in a community: to shape the lives and experiences of student-athletes. But as we listened, we learned that with dwindling budgets and growing responsibilities, they've had no choice but to spend more time managing logistics than leading their teams and programs. After countless conversations, we gained a deep understanding of their challenges, from handling transactions to managing schedules and tracking results.

This insight was the catalyst for Bound. We created an all-in-one platform to give ADs back their time. With our OneSchedule Technology at its core, our platform integrates essential tools like Activity Registration, Tickets and Passes, and 20+ additional solutions. Today, Bound empowers schools across the country to manage every aspect of their athletics and activities, all within a single, unified solution.

We're not just a software company; we are a team made up of former athletic directors, administrators, coaches, parents, and fans. We all share one core belief: in the power of youth sports and activities to positively impact communities and the people who live in them.

About the Role

Bound is seeking a well-rounded, growth-minded Accountant who thrives in a dynamic environment and is ready to take on increasing responsibility. This role is ideal for someone with a strong public accounting foundation, hands-on private-company experience, and the ambition to grow into a Controller role within the next few years. You'll own core accounting functions, strengthen internal controls, and support financial operations across the business.

Key Responsibilities

- Manage day-to-day accounting operations, including cash management, accounts payable, accounts receivable, and general ledger maintenance
- Prepare and review journal entries, reconciliations, and month-end close activities
- Support tax preparation, filings, and compliance activities

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- Create, maintain and enhance internal controls, leveraging public accounting experience
 - Assist with budgeting, forecasting, and financial reporting
 - Partner with cross-functional teams to support operational decision-making
 - Contribute to process improvements and documentation of accounting workflows
 - Support annual audits and liaise with external auditors
 - Take on progressively complex responsibilities with a clear path toward Controller readiness
 - Performs other related duties as necessary or assigned.
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Required Qualifications

- 3–5 years of experience in public accounting
 - Strong understanding of internal controls and audit principles
 - 2+ years of experience in private-company accounting, ideally in a small or mid-sized organization
 - Exposure to the full accounting lifecycle (close, reporting, tax, cash, AP/AR)
 - Demonstrated experience across multiple accounting areas:
 - Cash management
 - Accounts payable
 - Accounts receivable
 - Tax support
 - General ledger and close processes
 - Strong analytical skills and attention to detail
 - Ability to manage multiple priorities in a fast-paced environment
 - Bachelor's degree in Accounting or Business Administration.
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Preferred Qualifications (Nice to Have)

- Experience working in a school, or education-related environment
 - CPA or progress toward CPA
 - Experience with accounting systems used by small, growing companies
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Who You Are

- You thrive in an entrepreneurial environment where ideas move quickly, and you're energized by the chance to shape solutions, influence direction, and help the team pivot when needed.
 - You're self-directed and accountable. You appreciate having clear ownership of your work so you can manage your time intentionally, deliver on company goals, and still protect space for the moments in your life that matter.
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Work Hours & Flexibility

Bound does not operate on a traditional “routine” workweek. When work needs to be done, we collaborate to get it done — whether that’s in the morning, afternoon, evening, or occasionally on weekends.

At the same time, Bound supports flexibility for personal needs, family events, appointments, and time to recharge. Employees are trusted to manage their schedules while meeting deadlines and delivering high-quality work.

Work Location

Bound supports **remote and hybrid** work. Some roles may require on-site presence depending on team needs and responsibilities. Location expectations for this role: Ames, IA

Physical Requirements (Essential Job Functions)

- Ability to remain in a stationary position for extended periods while working at a computer, reviewing financial data, preparing reports, or conducting analysis. Ability to operate a computer, keyboard, mouse, calculator, and other standard office equipment required for accounting, reporting, and financial management.
 - Ability to communicate clearly in virtual and in-person settings, including during meetings, presentations, audits, and cross-functional discussions.
 - Ability to occasionally move about the office or workspace to access files, meet with colleagues, or support in-person collaboration.
 - Ability to lift or move items up to 10–15 pounds, such as binders, financial files, or office materials.
 - Ability to work in typical office environments, including remote workspaces and on-site settings.
 - Ability to work extended or flexible hours during peak periods such as month-end close, quarter-end reporting, audits, or other time-sensitive financial deadlines
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Why Join Bound?

Bound Core Values:

- **Moments Matter** – We work for moment creators.
- **Hands On. Hands In.** – We live these problems and live to solve them.
- **You Are Unusual** – Everyone was given remarkable gifts. We want to see those in action.
- **We Figure It Out** – We don’t dwell on a problem or issue, we work together and figure it out.
- **Learn It Alls** – We are learn it alls, not know it alls

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Benefits:

- Flexible work hours
- Unlimited PTO
- 11 Holidays annually
- Retirement savings - up to 3% match
- Medical, dental and vision with employer contribution

How to Apply

To be considered, please complete the application at the following link:

<https://forms.gle/7d8AzQnuPH9zxVgs7>

Bound is an equal opportunity employer and does not discriminate based on race, color, religion, sex, national origin, age, disability, or any other protected status. Bound is committed to providing reasonable accommodations to qualified individuals with disabilities. If you need an accommodation during the application or interview process, please contact us.

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