



Position Title: Accountant

FLSA: Non-Exempt

Reports to: Controller

Direct Reports: No

General Summary

Maintains ledgers and financials records of the organization. Reviews, analyzes and interprets financial data. Prepares various financial statements and reports. Prepares regulatory reports and state and federal tax reports. Performs monthly close process. Works with CPA firms and audit teams on annual audit. Ensures compliance with generally accepted accounting principles.

Essential Duties & Responsibilities:

- Maintain ledgers and financial records including general ledger, accounts payable/receivable records, bank reconciliations and cash disbursements.
- Prepares various financial statements and reports. Reviews, analyzes and interprets financials data for use by management in assessing financial status of the organization.
- Prepares regulatory reports and state and federal tax reports as appropriate.
- Performs monthly close processes by reconciling ledger accounts, reconciling balance sheets, reviewing revenue and expense accounts, reconciling inventories and preparing monthly financial statements.
- Works with external CPA firms, audit teams and other consultants on annual audit as needed.
- Monitors company compliance with generally accepted accounting principles, industry regulation, and company procedures.
- May assist with plant accounting by closing work orders, reconciling accounts and maintaining continuing property records (CPR's).
- Review carrier access bills by analyzing activities associated with carrier billing and collections.
- Track and review the Cooperative members' capital credit accounts.
- Assists with data for budget preparation and forecasting.
- Maintains and updates various Excel documents and other worksheets, daily, monthly or annually.
- May perform or assist with processing and preparation of company payroll.
- Responds to inquiries from other departments.
- Performs all other duties as assigned by the management.



Knowledge, Skills and Abilities:

- Knowledge of generally accepted accounting standards (GAAP).
- Knowledge of telecommunication accounting practices.
- Knowledge of State and Federal financial reporting laws and regulations.
- Knowledge of company products and services.
- Knowledge of company policies and procedures.
- Skill in preparing and analyzing financial reports
- Skill in operating office equipment.
- Skill in oral and written communication.
- Proficient in Microsoft Excel.
- Ability to make sound decisions using information at hand.
- Ability to think creatively and analytically, and make suggestions for improvement.
- Ability to communicate with customers, employees, and various business contacts in a professional and courteous manner.
- Ability to organize and prioritize multiple work assignments.
- Ability to pay close attention to detail and accuracy.
- Ability to maintain confidentiality.

Education/Experience:

Bachelor's degree in accounting or related field or equivalent experience, plus two years of account experience in a regulated industry.

Working Conditions:

The working environment is generally favorable. Lighting and temperature are adequate and there are no hazardous or unpleasant conditions caused by noise, dust, etc. Job involves sitting most of the time and if walking and standing are required, only occasionally.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.