

Position Title: Accountant
Reports to: Chief Financial Officer

Department: Accounting
FLSA Status: Hourly Non-Exempt

General Summary:

The accountant reports to the CFO. The accountant responsibilities include company accounting and financial reporting functions, as listed but not limited to below:

- Maintains accurate accounting records, including check and cash disbursements, reconciliation of bank statements, monthly journal entries, depreciation records, subsidiary records, special construction accounts, and general accounts payable records;
- Prepares checks for payment of expenses, taxes, insurance, and other business activities;
- Maintains inventory records and prepares monthly material summary;
- Maintains financial records of the telco; provides complete and accurate records and statistical reports;
- Maintains general and subsidiary ledgers and prepares operating and financial statements;
- Distributes billings of telephone service sales, accounts receivable, and cash receipts for sales;
- Maintains accounting policies in accordance with FCC, GAAP, RUS, ORS and state PUC guidelines;
- Reviews journal entries for accuracy and verifies balance sheet accounts;
- Furnishes data for budget preparation and analysis reports; compiles financial information for required reports and prepares pre-audit reports as requested.
- Maintains and executes company policy on carrier access billing.
- Maintains financial records of all telephone plant in accordance with the FCC's Uniform System of Accounts and state PSC, ORS, & PUC requirements

Personnel Specifications:

Education/Experience

Knowledge and skills usually acquired through a bachelor's degree in accounting and one to three years of accounting experience.

Job Knowledge

Understanding of rural telco accounting methods and practices governing utility reporting requirements. Familiarity with settlements, separations, and telco compensation arrangements. Knowledge of accounting principles, accounts payable and receivable, and financial statements.

Related Skills

Understand and carry out written and oral instructions. Analyze financial data accurately and with complete confidentiality. Use and expand automated financial management systems and Microsoft Excel.

Position Relationships

The accountant reports to the CFO and interacts with internal and external customers and stakeholders.

External

Provides auditors with records and financial data. Maintains relations with banking institutions and lending sources. Negotiates purchase agreements with vendors. Coordinates with regulatory and accounting staff of FCC, RUS, IRS, NECA, and state ORS, PSC, & PUC.