

Copper Valley Telephone Cooperative

Position Title: Accounting Assistant I, II, III
Reports To: Accounting Supervisor

Department: Accounting
FLSA Status: Non - Exempt

General Summary:

Processes accounts payable transactions in accordance with schedules and vendor terms. Prepares and processes payroll. Maintains General Ledger by preparing and posting journal entries. Prepares financial statements and various regulatory and industry reports. Maintains Work Order and Continuing Property Records. Processes carrier access billing.

Essential Job Functions:

- Processes accounts payable transactions in accordance with schedules and vendor terms. Enters transactions into computer system and prints checks. Maintains accounts payable records and completes required reports and registers.
- Prepares and processes payroll checks. Updates payroll files for status changes, pay rate changes, benefit or withholding changes. Maintains payroll records and prepares required payroll reports in accordance with regulations and established practices.
- Maintains General Ledger by preparing and posting journal entries, reconciling ledgers, reviewing accounts for accuracy, and ensuring supporting information is attached to provide an audit trail. Prepares internal financial statements and various regulatory and industry reports.
- Maintains complete and accurate Work Order records. Closes work orders, allocates costs, prepares journal entries, and reconciles accounts.
- Maintains complete and accurate Continuing Property Records (CPR). Reconciles physical inventories to perpetual inventory records. Prepares reconciliation journal entries.
- Processes carrier access bills by polling tolls from switching equipment; analyzing minutes and revenue information; maintaining inventory of special access circuits; maintaining detailed history of access minutes, circuits and amounts billed; preparing various reports; and ensuring current tariffs are applied to all billings.
- Performs clerical and commercial duties including preparing various financial schedules and studies as assigned.
- Performs all other related duties as assigned by management.*

*These tasks do not meet the Americans With Disabilities Act definition of essential job functions and are usually less than 5% of time spent. However, these tasks still constitute important performance aspects of the job.

Knowledge, Skills, and Abilities:

- Knowledge of mainframe and PC computers.
- Knowledge of Generally Accepted Accounting Principles (GAAP), federal and state payroll tax regulations, FCC Part 32 Uniform System of Accounts and RUS accounting standards.
- Knowledge of CVTC system area and bylaws.
- Knowledge of tariffs and their applications.
- Knowledge of company policies and procedures.
- Knowledge of company products and services.
- Skill in operating various office equipment such as personal computer, printer, typewriter, postage machine, fax machine, copier, shredder, and telephone systems.
- Skill in comprehending and accurately accounting for many sophisticated telephone and computer technologies.
- Skill in oral and written communication.
- Skill in operating Microsoft applications including Word, Excel, Access, Outlook, and Explorer.
- Ability to perform six digit addition, subtraction, multiplication and division calculations at average or better speed.
- 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 work in a fast paced environment with frequent interruptions.
- Ability to type a minimum of 45 wpm.
- Ability to maintain confidentiality.

- Ability to sit in front of a computer monitor and type or enter data for long periods of time.
- Ability to access files in cabinets ranging from floor level to overhead.

Education and Experience:

Accounting Assistant I:

High School diploma, or equivalent, with basic knowledge of accounting, including general ledger, payroll, and accounts payable.

Accounting Assistant II:

Associate degree in accounting and three years of experience in telephony accounting; or five years of experience in telephony accounting without a degree; or eight years of experience in non-telephony accounting.

Accounting Assistant III:

Bachelor’s degree in accounting and five years of experience in telephony accounting or eight years of experience in telephony accounting without a degree.

Physical Requirements:

PHYSICAL REQUIREMENTS	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to read computer screen and various reports.				X
Hearing: Must be able to hear well enough to communicate with employees and industry contacts.				X
Standing/Walking:	X			
Climbing/Stooping/Kneeling:	X			
Lifting/Pulling/Pushing: Must be able to lift and transport materials weighing up to 10 lbs.	X			
Fingering/Grasping/Feeling: Must be able to write, type, and use phone system.				X

Working Conditions:

This factor measures the surroundings or physical conditions under which a job must be done and the extent to which those conditions make the job disagreeable. Consider the presence and relative amount of exposure to dust, dirt, heat, fumes, contaminants, cold, noise, vibration, wetness, etc.

Good working conditions with the absence of disagreeable conditions.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.