

## Copper Valley Telephone Cooperative

Position Title: Accounting Supervisor  
Reports To: CFO

Department: Accounting  
FLSA Status: Exempt

### **General Summary:**

Supervise daily activities of Accounting department employees. Oversee processing of accounts payable and payroll and ensure accurate and timely filing of related forms and reports. Maintain inventory system. Ensure timely completion of Carrier Access Billings and monitors CABS information for irregularities. Ensure all financial statements are completed timely and accurately and all required reports are filed. Prepare monthly financial analyses.

### **Essential Job Functions:**

- Supervise daily activities of Accounting department employees by managing workflow and employee scheduling, checking work for accuracy, ensuring appropriate staff levels, counseling and encouraging employee growth, training employees, and answering employee questions.
- Oversee processing of accounts payable to ensure accurate and timely payments, filings, and completion of required IRS forms.
- Oversee processing of payroll to ensure accurate and timely payments, accuracy of benefit calculations, and accurate and timely filing of required state and federal reporting.
- Ensure work orders are maintained and closed on a current basis, and continuing property records are accurate and current.
- Maintain perpetual inventory system. Recommend and implement procedures to maintain adequate inventory control and accountability.
- Ensure timely completion of Carrier Access Billings in accordance with NECA and AECA tariffs and processes. Monitor CABS information for irregularities.
- Ensure all financial statements are completed timely and accurately and that all required reports are filed in a timely manner. Prepare monthly financial analyses. Assist with various activities including preparation of annual capital credit allocations, processing of retirement checks, and preparation of information for cost separation studies.
- Monitor operating cash levels.

- Ensure required pay telephone service reports are completed in a timely manner. Perform analyses of pay stations for profitability.
- Ensure efficient department operations by maintaining equipment and maintaining adequate levels of materials and supplies.
- Maintain budgetary tracking mechanisms. Prepare necessary support information for budget formulation.
- Perform 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.

**Preferred Knowledge, Skills, and Abilities:**

- Knowledge of FCC Uniform System of Accounts, cost separation processes, and NECA and AECA procedures.
- Knowledge of Rural Utilities Service procedures and manuals.
- Knowledge of Microsoft Excel and Word, PC operating software, AS400 applications software and data extraction methods.
- Knowledge of company policies and procedures.
- Knowledge of management principles and practices.
- Knowledge of company products and services.
- Skill in operating various office equipment such as personal computer, postage machine, copier, shredder, various software programs, email, and telephone systems.
- Skill in oral and written communication.
- Skill in reading and interpreting financial statements.
- 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 maintain confidentiality.
- Ability to type and enter data for long periods of time.
- Ability to work with frequent interruptions.
- Ability to pay close attention to detail.
- Ability to make sound decisions using information at hand.
- Ability to create a team environment and sustain employee morale.

**Education and Experience:**

Bachelor’s degree in accounting, finance, or related field, plus a minimum of three years progressive experience in telephone system accounting with one year in a supervisory capacity preferred. An equivalent combination of college study and experience may also be accepted.

**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 records weighing up to 10 lbs.	X			
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.