



Glenwood Telephone Membership Corporation
Accountant
POSITION DESCRIPTION

In keeping with our mission for the highest quality, cost-effective telecommunications services, this position supports the company's mission statement by maintaining accurate and timely records of all company financial dealings, preparing statistical reports, keeping abreast of changing industry regulations, requirements, and technologies, continued training in accounting procedures, and coordinating with other departments to achieve the desired objectives.

Position Title: Accountant

Division: Blue Hill, NE

Department: Accounting

Status: Full-time/Exempt

Supervisor Title: Controller
(assigns work, gives direction and answers questions)

Evaluators: Controller
(Evaluates work of employee)

In-put: General Manager

Direct Reports: N/A

ESSENTIAL RESPONSIBILITIES/JOB TASKS

1. 40% Maintains the general ledger and prepares financials for GTMC and GT for the purpose of ensuring adequate management records exist for the company. Tasks may include, preparing journal entries, deposits, disbursements, and billing into the general ledger software, closing out work orders, making monthly clearing entries, and reconciling bank accounts to bank statements. Task requires applied knowledge of generally accepted accounting principles (GAAP) and FCC Part 32 Uniform System of Accounts and RUS accounting standards. Monitored by the Controller by reviewing monthly reports.
2. 30% Prepares detail continuing property records for the purpose of ensuring that adequate records exist of the Company's physical assets. Tasks may include accumulating costs through work orders, and spreading overheads based upon the values of the projects. Tasks also include preparation and filing of real estate and personal property tax returns at the county and state level. Monitored by the Controller and through feedback from employees.
3. 20% Performs miscellaneous tasks for the purpose of ensuring all related accounting tasks in the department are completed in an accurate and timely manner. Tasks may include preparing reports, certifications, etc., in compliance with FCC, RUS, NPSC, NECA regulations, sorting, opening, and distributing mail, providing back-up, when necessary, to answering the phone and providing customer service, preparing credit applications, assisting with miscellaneous mailings, coordinating with others on upcoming projects, working with consultants, auditors, etc., and typing miscellaneous correspondence. Monitored by informal meetings with the Controller.
4. 5% Provides billing assistance to ensure customers are billed properly each month for services and products provided. Tasks may include verifying account balances before billing, helping with stuffing bills and brochures, preparing reports on billed toll, miscellaneous breakdowns, and analyzing major fluctuations in revenue/minutes of use to determine causes. Monitored by the Controller by periodically reviewing billing and by feedback from customers.
5. 5% Makes deposits for the purpose of ensuring sufficient cash for company operations is maintained in the bank. Tasks may include preparing daily deposits, verifying accuracy of daily cash out, checking for signatures and endorsements, allocating amounts to proper accounts, and recording credit card payments for reimbursements to GTMC. Monitored by the Controller by reviewing daily, weekly, and monthly revenue reports.

Continually looks for new and improved ways of completing the above functions. Other tasks as assigned by the supervisor will be performed in order to address unexpected situations or needs that may arise.

**Required to report to work on time and when scheduled.*

RESPONSIBILITIES:

This position requires the ability to participate as a member of a team, essential for problem solving activities and completing tasks. To accomplish job tasks information must be obtained from others and tasks delegated to others. This position is also responsible for establishing and maintaining positive relations by effectively communicating at all levels of the organization and externally at all levels. Negotiation, diplomacy, and persuasion required within the organization and externally with customers. Responsible for providing input to strategic planning annually.

LATITUDE:

Most duties are self-determined, planned, and arranged by the performer. Problem solving is accomplished by the performer independently most of the time. Responsible for identifying department problems and providing resolution. Most decisions not effecting other departments can be made independently in accordance with company policy. Purchase decisions are made involving commitments up to \$1,000.00. Some decisions involving write offs, waiver of charges, monetary transactions, and contractual commitments are made.

IMPACT OF POSITION:

Successful completion of essential job functions supports the company by providing consistent and accurate reporting of financial information necessary for management decision making and for meeting regulatory obligations. While errors are detected in the next phase of operations, and result in minor clerical expense to correct, they could result in substantial monetary effect and liability to the Company and have an adverse effect on external relationships.

CUSTOMER SERVICE/INTERACTION:

Daily face-to-face interaction with employees within the department and daily face-to-face interaction and written contact with other employees throughout the organization to complete work tasks. Vendor contact is by phone at least weekly. Contact with financial institutions occurs daily face-to-face.

ESSENTIAL SKILLS & REQUIREMENTS:

EDUCATION:

Bachelor's degree in business administration or accounting, required.
High school diploma, required.

SKILLS:

Administrative
Technical
Human relations
Conceptual
Political
Emotional Intelligence
Decision making
Problem solving
Written communication

Oral communication
Phone
Math
Computer

EXPERIENCE:

Four to five years in accounting, required.
Applied knowledge of GAAP, required.

LICENSE:

A valid Nebraska driver's license and a good driving record, required.

EQUIPMENT:

Computer, phone, and general office equipment.

PHYSICAL:

Frequent visualizing of the computer screen, required.

TRAINING:

Part 32 training outside the Company completed within six months, required.
Training within the Company completed within six months, required.
Ongoing training as required by the Company.

WORK CONDITIONS:

Office environment.

OTHER:

Occasional overnight travel, required.
Occasional travel by vehicle, required.
Occasional travel by air, required.
Flexible hours, required.

EMPLOYEE SIGNATURE:

DATE:

SUPERVISOR SIGNATURE:

DATE:
