



Rainbow Telecommunications Association, Inc.
Accountant
POSITION DESCRIPTION

In keeping with our mission to deliver exceptional customer service and to be the preferred provider of communications services in the areas we serve, this position supports the company mission statement by meeting the needs and expectations of the customers and management by providing high quality, reliable, timely, and accurate customers services

This position supports the company's customer service philosophy that distinguishes us from our competition by providing local and personal service while providing a positive and productive work environment, fostering trust, maintaining the highest standards of ethical conduct, and the pursuit of continuous daily improvement.

Position Title: Accountant

Department: Accounting & Billing

Status: Full-time/Non-Exempt

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

Evaluators: CFO/Controller
(Evaluates work of employee)

In-put: CFO/Controller
Management Team
Department Managers

Direct Reports: N/A

By: Kathy Ruoff CFO/Controller Rainbow Telecommunications	Effective Date: 1.1.19 Review Date: Review Date:
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ESSENTIAL RESPONSIBILITIES/JOB TASKS

1. 60% Performs monthly accounting functions for the purpose of ensuring that necessary records and reports for the company are completed in a timely and accurate manner. Tasks may include accounts receivable postings, bank statement reconciliation, preparing journal entries, posting entries in the general ledger, completing asset retirement entries, reconciling books, balancing accounts, monitors general ledger accuracy, account payables postings, assist in company audits, completing Federal and State filings, filing year end reports, gathering information and completing spreadsheets, etc. Monitored by CFO/Controller by review of accounting records, reports, and periodic meetings.
2. 20% Prepares monthly programming invoices for the purpose of making accurate payment to the programmers for monthly programming received by subscriber. Tasks may include preparing invoices, completing subscriber reports, submitting subscriber counts, calculating and submitting copyright reports, submitting payments to programmers, discussing programming discrepancies with programmer, etc. Monitored by the CFO/Controller by review of programming reports, invoices, and periodic meetings.
3. 10% Reviews workorders to ensure that all costs including materials, labor, overhead, and contract expenses are included. Works with other departments to determine when a project is completed and what accounts the workorder will be closed to. Reconciles workorders to general ledger and spreadsheets. Monitored by the CFO/Controller by review of accounting records, reports, and periodic meetings.
4. 10% Performs other accounting functions as requested. Tasks may include assisting CFO/Controller with special projects, financial analysis, and compliance with generally accepted accounting principles and regulatory requirements. Monitored by the CFO/Controller by review of accounting records, reports, and periodic meetings.

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

RESPONSIBILITIES:

This position requires the ability to participate as a member of a team, complete tasks as a team, and engage in problem solving activities as a team member. Also, must relate well with others since information has to be obtained on occasion from others, tasks delegated, informal training/coaching provided, performance feedback given, and performance evaluations conducted. Contact at all levels of the organization, internally and externally including with cooperative members and vendors, requiring negotiation, persuasion, and diplomacy. Input into strategic planning is expected at least annually.

ESSENTIAL SKILLS & REQUIREMENTS:

EDUCATION:

B.S. degree in Accounting, required.

High school diploma, required.

SKILLS:

Administrative

Technical

Human Relations

Conceptual

Political

Emotional Intelligence

Writing

Oral Communication

Phone

Math

Computer

Multi-tasking

EXPERIENCE:

One to two years accounting, required.

Three to five years accounting, preferred.

Two to three years Microsoft applications, required.

LICENSE:

Valid driver's license and a good driving record, required.

EQUIPMENT:

Multi-line phone system, computer, calculator, and other general office equipment.

PHYSICAL:

Occasional bending, carrying, squatting, twisting, and lifting up to 40 lbs. independently, required.

Frequent utilization of manual dexterity and visualizing of a computer screen, required.

TRAINING:

Ongoing training as required by the company.

Training outside of the company must be completed within one year, required.

WORK CONDITIONS:

Office environment.

OTHER:

Occasional travel by vehicle, required.

Occasional travel by air, required.

Occasional overnight, required.

Occasional overtime, required.

EMPLOYEE SIGNATURE:

DATE:

SUPERVISOR SIGNATURE:

DATE: