



JOB DESCRIPTION

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Job Title: Accounting Supervisor
Department: Accounting
FLSA Status: Non-Exempt
Reports To: Location: Willcox (752 E Maley)
Approved by: Troy Judd
Approval Date: 06/12/17

GENERAL PURPOSE OF JOB

Supervises, coordinates and assists with the activities of accounting department personnel by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(May include but are not limited to the following. Other duties may be assigned.)*

Supervisory Responsibilities

- Actively encouraging teamwork, open communication and cooperative interaction by promoting a positive work environment that reflects the company's mission, values and management goals
- Monitors and maintains inventory of department supplies, tools and equipment
- Provides departmental supervision, planning, reporting, documentation and production analysis
- Plans, assigns, schedules and delegates work of employees and monitors work quality and employee performance
- Evaluates skills of personnel and provides on-the-job instruction and training to improve quality of workmanship
- Assists employees in achieving proficiency and encourages career pathing
- Participates in the resolution of employee concerns
- Participates in interviewing, hiring and training new departmental employees
- Prepares and conducts employee evaluations
- Approves weekly time sheets and submits to payroll in a timely manner
- Conducts departmental staff meetings
- Understands and enforces company policies, safety practices, and long-range plans for the department
- Monitors compliance of departmental budget

General Responsibilities

- Assist subordinates in their daily functions as required
- Maintain and frequently review departmental functions and procedures
- Design and implement new department processes and/or procedures

Accounting

- Understand FCC Part 32 system of accounts and general accounting procedures
- Review accounting transactions for accuracy
- Assist in the budgeting process
- Assist in monitoring financial results as they compare to the approved budget, addressing significant variances

Work Orders

- Understand and apply industry accounting requirements associated with record keeping, the work order process and CPR's
- Monitor work order processing, interfacing with appropriate departments to ensure timely closeouts

Billing / Collections

- Oversee monthly billing processes
- Develop and submit monthly analysis reports
- Provision data from the workgroup necessary to provide in-house detail for marketing strategies
- Interface with customer service on the implementation of new billing processes

EDUCATION and EXPERIENCE

High school diploma or General Educational Development (GED) certificate and two years' work related experience is required. Telecommunications accounting knowledge is preferred but not essential. Previous supervisory experience is desirable.

LANGUAGE SKILLS

Ability to read, analyze, and interpret financial reports, general business periodicals, safety rules, operating and maintenance instructions, professional journals, technical procedures, tariffs and legal documents or governmental regulations. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from management, customers and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, fractions and ratios.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

COMPUTER OPERATIONS

Proficient personal computer skills including electronic mail, record keeping, routine database activity, word processing, spreadsheet, graphics, etc.

PLANNING/ORGANIZATION

Ability to prioritize tasks, organize and delegate assignments; ability to handle multiple tasks and projects simultaneously.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have and maintain possession of a valid driver's license.

CONTACTS

Works with all departments and employees of Valley TeleCom Group. Also works with vendors, collection agencies, credit agencies and customers.

PHYSICAL/ENVIRONMENTAL DEMANDS

PHYSICAL DEMANDS	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand	—	XXX	—	—
Walk	—	XXX	—	—
Sit	—	—	—	XXX
Use hands to finger, handle, or feel	—	—	—	XXX
Reach with hands and arms	—	—	XXX	—
Climb or balance	—	XXX	—	—
Stoop, kneel, crouch, or crawl	—	XXX	—	—

Talk or hear _____ XXX

WEIGHT

Amount of Time

Lifting and/or carrying	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds	_____	_____	<u>XXX</u>	_____
Up to 25 pounds	_____	_____	<u>XXX</u>	_____
Up to 50 pounds	_____	<u>XXX</u>	_____	_____
Up to 100 pounds	_____	<u>XXX</u>	_____	_____

WORKING CONDITIONS

Well-lighted, heated and/or air-conditioned indoor office setting with adequate ventilation.

PHYSICAL ACTIVITY LEVEL

Light physical activity performing non-strenuous daily activities of an administrative nature.

MANUAL DEXTERITY

Manual dexterity sufficient to reach/handle items and work with keyboard.

WORK SCHEDULE/HOURS

Regular (40 hours per week), subject to company policies. It is also possible that this job will be required to work fewer or more hours during any given week.

VISION (*Any or all will be required to perform the functions of this position.*)

- Close Vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)

WORK ENVIRONMENT

Amount of Time

	None	Under 1/3	1/3 to 2/3	Over 2/3
Work near moving mechanical parts	_____	<u>XXX</u>	_____	_____
Work in high, precarious places	_____	<u>XXX</u>	_____	_____
Outdoor weather conditions	_____	<u>XXX</u>	_____	_____

NOISE

Moderate noise (i.e.: business office with computers and printers, light traffic)

TRAVEL

Minimal overnight travel (up to 10%) by land and/or air.