

West Iowa Telephone Company

Position Title: Accounting Manager

Department: Accounting

Reports to: Chief Financial Officer

GENERAL SUMMARY:

Performs corporate financial activities. Supervise daily activities of accounting department employees. Oversee processing of accounts payable, accounts receivable, general ledger, and payroll and ensure accurate and timely filing of related forms and reports.

ESSENTIAL JOB FUNCTIONS:

1. Monthly financial statement preparation, review, and balancing.
2. Prepares journal entries as required and enters journal entries into accounting system for all relevant companies
3. Reviews and approves coded invoices.
4. Monthly prepares Carrier Access Billing (CABS) for special and switched access.
5. Assists in the investing/financial needs of the company by maintaining investment schedules and communicating with investors and Board of Directors.
6. Prepares and files monthly, quarterly, and yearly reports with regulatory agencies such as FCC, IRS, Department of Revenue, NECA and various other agencies.
7. Coordinate and complete annual audits with external auditors.
8. Performs a variety of corporate tasks such as updating and preparing tax schedules, bills, telephone plant continuing property records (CPR's), cash positions, cash flow, and write-off schedules.
9. Oversees and assist Human Resource personnel and functionality.
10. Performs other related duties as assigned by management.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of finance reporting and preparing financial statements.
2. Knowledge of accounting principles and procedures.
3. Knowledge of IRS corporate tax guidelines.

4. Knowledge of FCC Uniform System of Accounts a plus.
5. Knowledge of company products, services, policies and procedures.
6. Advanced proficiency in accounting software and MS Office (especially Excel).
7. Skill in operating various office equipment such as: personal computer, adding machine, copy machine, postage machine, and telephone system.
8. Skill in written and oral communication.
9. Skill in analytical thinking and problem solving with strong attention to detail and accuracy.
10. Ability to communicate with customers, employees, agencies, and various business contacts in a courteous and professional manner.
11. Ability to organize and prioritize multiple work assignments.
12. Ability to effectively function as a team player.
13. Ability to maintain confidentiality.

EDUCATION AND EXPERIENCE:

Bachelor's degree in accounting/finance or related field plus 3-5 years' experience; or equivalent combination of education and experience. CPA license preferred, not required.

Please submit resume to:

WesTel Systems
Attn: General Manager
PO Box 330
Remsen, IA 51050

WesTel_Finance@WesTelSystems.com