

Accountant

Department:	Finance	Last Update:	9/10/2018
Reports To:	VP, Market & Member Services	FLSA Status:	Exempt
Location of the Job:	Clarkesville, GA	Experience:	3 Years Min.

POSITION SUMMARY

Responsible for performing general accounting activities, including preparation, maintenance and reconciliation of ledger accounts and financial statements, such as balance sheets, profit-and-loss statements and capital expenditure schedules for NGN. Prepares, records, examines, and analyzes accounting records, financial statements, and other financial reports to assess accuracy, integrity, completeness, and conformance to reporting and procedural standards.

ESSENTIAL FUNCTIONS

All employees are required to support NGN’s Mission, Vision, and Values. The following are the essential duties of this position and do not include marginal functions that are incidental to the performance of fundamental job duties. The scope and duties of a given position may change or be temporarily altered based on the business needs of NGN.

1. Performs general accounting activities, including preparation, maintenance and reconciliation of ledger accounts and financial statements, such as balance sheets, profit-and-loss statements and capital expenditure schedules for NGN.
2. Prepares, records, examines, and analyzes accounting records, financial statements, and other financial reports to assess accuracy, integrity, completeness, and conformance to reporting and procedural standards.
3. Examines, analyzes, and interprets accounting records for management. Provides financial support including forecasting, budgeting and analyzing variations from budget.
4. Generates financial reports and statistical financial statements on a regular and special request basis, including monthly Board of Directors and leadership reports.
5. Assists with annual budget preparation and accurately maintains budget controls. Prepares, reviews, and distributes budgets to all managers on a monthly basis.
6. Responsible for cash management at the corporation, including monthly bank statement reconciliation, providing cash requirements to management, and assisting in other areas such as investment in special funds.
7. Ensures timely and accurate invoicing and acts as a backup for essential Accounts Payable functions.
8. Assists in the preparation of audit work papers for annual audits.
9. Recommends changes in financial procedures when and where necessary to ensure established internal controls are in compliance with regulations.
10. Analyzes business operations, trends, costs, revenues, financial commitments, and obligations to project future revenues and expenses.
11. Computes taxes owed and prepare tax returns, ensuring compliance with payment, reporting, or other tax requirements.

12. Advises management about issues such as resource utilization, tax strategies, and the assumptions underlying budget forecasts.
13. Prepares forms and manuals for accounting and bookkeeping personnel and may direct their work activities.
14. Appraises, evaluates, and conducts inventory of real property and equipment, recording information such as the description, value, and location of property.
15. Responsible for providing assistance, guidance, and backup to finance and accounting activities within other departments.
16. Performs other duties and responsibilities as required by management to meet the needs of the organization and our members.

QUALIFICATIONS

- Education:** Requires a Bachelor's Degree in Accounting.
- Experience:** A minimum of three years of Accounting experience is required.
- Position Requirements:**
- Strong computer skills required, including Excel and Microsoft Office.
 - Requires excellent organization and planning skills.
 - Ability to prioritize and plan complex and/or multiple tasks or projects.
 - Ability to maintain confidential information.
 - Ability to work without direct supervision.
 - May be required to work additional hours to close out financials, meet the seasonal workload, or provide reports to management as needed.
 - Requires the ability to satisfactorily pass NGN's employment entrance examination and drug screen.
- Preferred Qualifications:** Experience in Utilities or Telecommunications industry. Knowledge of USF and Federal Communications Commission accounting requirements is a plus.

WORKING CONDITIONS

This position works in a general office environment, primarily using a computer and office equipment.

PHYSICAL DEMANDS

Requires the ability to work primarily with a computer and by phone in an office environment to perform general accounting activities. Must be able to communicate and exchange accurate information. Requires the ability to maintain accurate computerized records and compose complex financial reports. Visual acuity is required.

DISCLAIMER

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

To apply, please e-mail a cover letter and resume to careers@ngn.coop.
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