

POSITION PROFILE

POSITION: Junior Accountant	DEPARTMENT: Accounting
CUSTOMARY WORK HOURS: 8:00 a.m. to 4:30 p.m.	
CUSTOMARY WORK DAYS: Monday – Friday	
SALARY GRADE: Staff Support Schedule II	STATUS: Non-exempt
REPORTS TO: Accounting Supervisor	

POSITION SUMMARY

The Junior Accountant is accountable for all Affiliate accounting processes and provides support to the Accounting staff in all phases of general accounting. Access to highly sensitive documents, material and conversation requires strict confidentiality on the part of the Junior Accountant.

PRINCIPAL ACCOUNTABILITIES

DAILY

- Record Affiliate company transactions in Affiliate accounting system
- Prepare and/or record journal entries as necessary
- Reconcile general ledger accounts including the preparation of proper support material
- Develop, prepare, and/or complete reports/workpapers in support of accounting entries and activity
- On a timely basis, research all outstanding Affiliate accounting issues or questions with the appropriate responsible party
- Provide support to Accounting personnel with their tasks, as necessary, including journal entry preparation and account reconciliations
- Track/monitor/ensure that the monthly general ledger closings are completed in a timely manner, this includes, in coordination with the Accounting Supervisor, creating the Affiliate monthly closing schedule, keeping the department on schedule throughout the month, and completing the Affiliate general ledger activity on schedule
- Assist the Accounting Supervisor to ensure timely and accurate Affiliate financial information is produced and distributed to the appropriate users, by following the proper accounting principles, policies, and standards
- Proactive involvement in the Company's Safety Program, including compliance with all rules and regulations, and for continuously practicing safety while performing their duties

PERIODIC

- Maintain Affiliate general ledger accounts
- Close Affiliate general ledgers and produce Affiliate financial statements and reports, as required
- On a timely basis, import general ledger transaction data from other accounting systems, verifying accuracy
- Prepare and verify monthly depreciation entries
- Assist with and verify accurate monthly clearing entries
- Verify current loan terms, interest rates, and documentation for all loans
- Obtain semi-annual and/or annual financial or K-1 reports for less than 100% owned Affiliates and Partnerships, and record transactions, as necessary
- Prepare and verify accuracy of all Affiliate account reconciliations
- Prepare cash reports and financial reports for monthly Board meetings
- Obtain and verify accuracy of Affiliate quarterly sales tax returns, as required
- Assist with the monthly customer bill preparation process, as necessary
- Assist in the preparation of Affiliate annual budgets
- Assist with the recording of the affiliate transactions

- Prepare support documentation and provide assistance with the fiscal and year-end tax reviews
- Perform special projects as assigned by Accounting Supervisor
- List of principal accountabilities is not exhaustive and may be supplemented as necessary

KEY PERFORMANCE FACTORS

ACHIEVING RESULTS

- Applies knowledge of the job. Applies knowledge to new or challenging situations
- Applies technical skills (includes applying existing skills in new or challenging situations)
- Accepts responsibility for and follows through on tasks, assignments, and other responsibilities in a timely manner
- Meets departmental standards for productivity (rated on the basis of work accomplished to volume of work)
- Performs duties with accuracy, thoroughness, attention to detail, and neatness
- Sets challenging, but Realistic goals
- Holds self accountable for individual results
- Monitors quality of own or others' work (e.g., double-checks the accuracy of information or work product; checks to ensure that procedures are followed)
- Takes actions to solve a problem or overcome an obstacle to achieving results
- Makes specific changes in work processes or own work methods to improve performance (e.g., does something better, faster, at lower cost, more efficiently; improves quality, customer satisfaction, morale, revenues)
- Performs work in a safe and healthful manner and in accordance with the Company's Safety Program

PROACTIVITY

- Recognizes tasks, activities, assignments to be done and completes them without specific directive or actively seeks new duties or challenges
- Offers one or more ideas to improve work processes or departmental productivity. Initiates actions to address an anticipated problem or obstacles. Actions are within the constraints of respective authority
- Has the ability to seek information from a wide variety of sources concerning a problem or issue affecting a specific project or department as a whole

TEAM ATTITUDE

- Expresses the belief that others are fully capable of contributing to the work process and being effective when given the chance
- Participates willingly in departmental or work group decisions. Demonstrates commitment to achieving departmental goals by assisting others, even if the task is not a part of their primary roles and responsibilities
- Shows respect for other's intelligence by appealing to reason
- Genuinely values others' input and expertise and is willing to learn from others (including supervisors, peers, and subordinates)

ORGANIZATIONAL COMMITMENT

- Respects the ways things are done in the organization and does what is expected (e.g., dresses appropriately, presents the Company in a positive light). Follows Company policies and procedures
- Respects and accepts what management sees as important
- Maintains attendance in accordance with Company guidelines and is consistently punctual
- Makes choices and sets priorities to meet Company's needs
- Cooperates with others to achieve organizational/departmental objectives
- Publicly acts to fit the Company's mission

FLEXIBILITY

- Understands other people's point of view
- Able to shift easily from one task or focus to a different one
- Willing to change ideas or perceptions based on new information or contrary evidence
- Decides what to do based on the situation (e.g., acts to fit the situation or person)

SELF-MANAGEMENT

- Demonstrates an ability to handle stress on the job (e.g., able to multi-tasks, prioritize)
- Controls own strong emotions, such as anger or extreme frustration. Remains calm in stressful situations, addressing difficult problems one at a time
- Remains productive under stress. Deals with stress directly and does not allow stress to weaken one's ability to complete a task or interact effectively with others

CUSTOMER SERVICE ORIENTATION (internal and external)

- Gives friendly, cheerful service
- Follows through on customer inquiries, requests, complaints
- Keeps customer up-to-date about progress of projects (but does not probe customer's underlying issues or problems)
- Maintains clear communication with customer regarding mutual expectation, monitors customer satisfaction

PHYSICAL REQUIREMENTS

- Possesses the ability to speak clearly and understandably and hear communications by telephone and in person
- Possesses fine and gross manipulation skills
- Possesses grasping and power grip abilities
- Must have good vision (with correction)
- Must be able to sit for prolonged periods of time
- Must have minimal ability to stand, sit, squat, bend, kneel, twist, crawl, reach, lift, balance, carry, push, and pull as required for light duties of standard office clerical positions
- Must be able to lift 20lb. maximum with frequent lifting and/or carrying objects weighting up to 10lb.

QUALIFICATIONS

EDUCATIONAL REQUIREMENTS

- High school diploma or equivalent
- 2 year college or vocational degree in Accounting or related field. Bachelor degree in accounting desirable

TECHNICAL REQUIREMENTS

- Conceptual and practical understanding of all phases of general accounting
- Proficient in the use of computerized accounting with an emphasis on Microsoft Office products
- Knowledge and proficiency in IVue desirable
- Experience in telephony desirable
- Possesses and maintains a valid and unrestricted class "C" driver's license, with driving records that provides insurability under the Company's vehicle insurance carrier and within the guidelines of the Company

WORK EXPERIENCE

- 5 year general work experience desirable.

ENVIRONMENTAL CONDITIONS

GENERAL OFFICE CONDITIONS

Exposure to an air-conditioned/heated office environment with exposure to low noise levels from office equipment and voices. No exposure to notable hazards or unusual atmospheric conditions

THIS POSITION PROFILE DOES NOT PROMISE OR IMPLY THAT THE ACCOUNTABILITIES LISTED ARE THE ONLY DUTIES TO BE PERFORMED OR THAT THE POSITION MAY NOT CHANGE, OR BE ELIMINATED. JOB TASKS AND RESPONSIBILITIES ARE NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY. THE REQUIREMENTS FOR THE POSITION ARE REPRESENTATIVE OF THE KNOWLEDGE, SKILL AND/OR ABILITY TO PERFORM DUTIES OF THE JOB. JOB TASKS AND RESPONSIBILITIES MAY BE ALTERED AT ANY TIME, WITH OR WITHOUT WRITTEN NOTICE. IN NO WAY DOES THIS DOCUMENT ALTER THE AT-WILL STATUS OF THE PONDEROSA TELEPHONE CO.

APPROVALS	
DEPARTMENT SUPERVISOR:	DATE:
DEPARTMENT MANAGER:	DATE:
HUMAN RESOURCES MANAGER:	DATE: