

Position Title: AP Lead / Senior Accountant Reports To: Controller	Department: Finance FLSA Status: Exempt
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General Summary:

AP Lead

The AP Lead is responsible for managing and controlling the purchase-to-pay process for the Company, working with procurement (purchase orders), operations management (routine and recurring payments, expense reimbursement, commissions), legal (contracts) and finance (debt, sales and use taxes, property, regulatory taxes, cash management, and DPO objectives). The process includes supervising the accounts payable team and ensure proper recording of payables and ensuring timely vendor and taxing authority payment, employee reimbursement and compliance with 1099 IRS regulations.

Essential Job Functions:

AP Lead

- Lead, supervise and train the finance team.
- Includes, Customer Vendor Relations, and the AP disbursements group which handles all check disbursements, Form 1099 and other tax related matters.
- Prepare / update AP control narrative and workflow process, interacting with all related departments.
- Manages accounts payable; ensures accuracy and timeliness.
- Ensure documentation is complete with approval in accordance with company policy and accepted accounting policies.
- Prepares and files taxes such as Sales & Use Tax and Federal Excise Tax
- Maintains current vendor W-9 file to ensure proper tax reporting and insures that vendor Form 1099 statements are issued annually in a timely fashion, as required
- Manages monthly closing of A/P, and posting of month end information
- Provides accounting assistance to project managers and operations staff; responds to financial questions/concerns to meet business needs
- Acts as a liaison between the company, government and external accountants to meet information needs and to ensure that proper information is maintained for historical purposes.

General Summary:

Sr. Accountant

Review, analyze and interpret financial data. Prepare various financial statements and reports. Maintain general ledger by posting entries, ensuring balances are accurate and reconciling bank statements. Ensure compliance with generally accepted accounting principles.

Essential Job Functions:

- Complete assigned account reconciliations and profit and loss analytical reviews
- Support financial results explanation and business case development working directly with operational managers
- Compile and analyze financial information to prepare financial statements, including monthly, quarterly and year-end
- Continuous management and support of budget and forecast activities
- Assist in the preparation of personal property tax returns, annual utility tax filing with state revenue departments, annual reports and intangible tax assessments
- Assist in financial reporting, work paper preparation, quarterly reviews and annual audits by accounting firms
- Prepare journal entries to properly record activities
- Perform other functions or projects as necessary

Knowledge, Skills, and Abilities:

Hard Skills

- Knowledge of basic accounting principles and practices
- Proficient with Microsoft Dynamics GP
- Proficient with BI360 Reporting
- Proficient with Excel and Word
- Proficient in reading and interpreting data for financial analysis
- Written and verbal communication skills

Soft Skills

- Ability to communicate with employees and various business contacts in a professional and courteous manner

- Ability to work independently in a dynamic environment where attention to detail, analytical skills and strong communications skills are essential
- Ability to organize and prioritize multiple work assignments
- Ability to pay close attention to detail

Education and Experience:

Bachelor’s degree, CPA preferred, Microsoft Dynamics GP preferred and 10 years accounting/accounts payable experience.

Physical Requirements:

PHYSICAL REQUIREMENTS	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to read computer screen and various reports.				X
Hearing: Must be able to hear enough to communicate with employees and business contacts.				X
Standing/Walking:	X			
Climbing/Stooping/Kneeling:	X			
Lifting/Pulling/Pushing:	X			
Fingering/Grasping/Feeling: Must be able to write, type, and use phone system.				X

Working Conditions:

This factor measures the surroundings or physical conditions under which a job must be done and the extent to which those conditions make the job disagreeable. Consider the presence and relative amount of exposure to dust, dirt, heat, fumes, contaminants, cold, noise, vibration, wetness, etc.

Typical office environment the majority of time: exposure to outside conditions as necessary to support network recovery efforts.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

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