

Position Title: Senior Accountant Reports To: Director of Finance	Department: Finance FLSA Status: Exempt
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General Summary:

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:

- Assist in financial reporting, work paper preparation, quarterly reviews, and annual audits by accounting firms
- Prepare journal entries to properly record activities
- Complete assigned account reconciliations and profit and loss analytical reviews
- Support financial results explanation and business case development working directly with 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
- 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 or three years accounting 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 well 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.

Somewhat disagreeable working conditions due to the continuous exposure to one or more of the elements listed above. Exposed to one element continuously or several elements occasionally, but usually not at the same time.

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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