



Position Title: General Ledger Accountant

Department: Finance

Location: Anchorage

FLSA: Exempt

Reports To: Accounting Manager

Approved By: CEO

Revision Date: 08/27/2012

Effective Date: 01/01/2013

Position Description

- Professional general ledger accountant with the primary responsibility for maintenance and timely and accurate completion of ASTAC's financial records

Principle Accountabilities

- Manage/review monthly close process
- Stay abreast of FCC and GAAP accounting standards as well as other standards that affect the financial statement close process
- Perform GL functions such as reconciliations and journal entries
- Ensure all inputs into to the GL are timely and accurate related, but not limited, to the following:
 - Payroll
 - Accounts Payable
 - Billing and collection
- Prepare monthly financial statements and reports timely and accurately
- Interface with audit team, consultants and others as needed
- Provide backup to other functions as needed
- Work on special projects as requested
- Maintain accurate and complete records
- Prepare/review the annual Cost Study
- Ensure maintenance and compliance with the Cost Allocation Manual (CAM); prepare annual CAM submission packet
- Manage/review work orders
- Maintain/review CPR records
- Assist with Budgeting/Forecasting as requested
- Manage/review preparation and submission of federal and state regulatory reports timely and accurately
- Prepare special reports and presentation materials as requested

Additional Responsibilities

- Recommend changes and improvements to policies and procedures to improve service and cost effectiveness
- Ensure readily available access to records for review as needed



- Provide training and support for ASTAC staff as needed
- Other duties as assigned

Knowledge, Skills, and Abilities

- Strong organizational and communication skills (both written and verbal)
- Must be detail-oriented
- Ability to manage multiple projects/priorities at the same time as well as daily activities
- Must be flexible to work overtime, flexible schedule, and/or weekends if necessary
- Ability to work with a diverse group of people, individually and/or collectively
- Ability to stand, sit, stoop, kneel, walk, climb ladders, climb stairs
- Ability to lift at least 50 pounds
- Ability to travel to service area sites as needed
- Ability to attend industry association meetings/training as needed

Measures of Performance

- Timeliness of close process (including issuance of financial statements) with zero audit exceptions
- Keeps accurate records in compliance with FCC retention policies (both current and historical)
- Accuracy, completeness and organization of records
- Compliance with FCC and GAAP accounting standards
- Compliance with federal and state reporting requirements
- Completes routine journal entries and GL reconciliations timely and accurately
- Completion of SMART goals
- Demonstrated working knowledge of Microsoft Excel, including advanced functionality such as pivot tables, vlookups, etc
- Working knowledge of and compliance with internal controls
- Ensure all major processes are documented and that the documentation is up to date at all times
- Positive feedback from ASTAC staff on training and supporting related tasks

Education and Experience Required

- Bachelor of Arts or Bachelor of Science degree in accounting or related field with at least five years of accounting experience, demonstrating progressive responsibility
- Supervisory experience preferable
- Telecommunications experience preferable

Acknowledgement

Employee

Supervisor

Note: This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.



A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

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