



Senior Accountant

Job Location: Albuquerque, NM

Job Description

The Senior Accountant will perform general accounting duties and will report to the Controller. The right person will have 3 or more years of experience in accounting, ideally from an RLEC telephone/broadband company. This person will assist both the Controller and the Manager of Accounting in their duties.

Responsibilities

- Assist with accounting activities covering the areas of G/L, A/P, A/R, payroll;
- Perform account reconciliation for various accounts and processes;
- Assist with financial statements, management reports, and other required periodic filings;
- Assist with monthly accounting functions;
- Compile and analyze financial information to prepare entries to general ledger accounts;
- Assist with the inventory management, warehouse duties, monthly transactions and periodic physical counts;
- Maintains and updates internal control throughout the accounting and financial processes of the Company
- Other related duties as assigned.

Qualifications

- Bachelor's degree from an accredited institution in Accounting or a related field;
- At least three (3) years of public accounting or five (5) years equivalent private accounting experience;
- Strong understanding of Generally Accepted Accounting Principles;
- Proficient with Excel; familiar with Word and PowerPoint;
- Familiarity with and ability to learn multiple accounting software packages;
- Strong written and oral communications skills;
- Strong problem-solving and analytical skills;
- Self-starter with the ability to organize and prioritize multiple work assignments;
- Team player dedicated to the corporate vision and mission;

Preferred Technical Skills

- Knowledge of Telecommunications Environment including:
Experience in Plant Accounting for RLEC operations;
Understanding of FCC Parts 32 & 69, the impact of Part 32 on ratemaking & settlements;
- In depth understanding of the telephone network;

- Working with external regulating authorities including NECA, USAC, FCC, PRC, RUS.

This job specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills. Job duties and responsibilities are subject to change based on business needs and conditions. Any offer of employment is contingent upon the results of a pre-employment drug test and background check. Sacred Wind complies with the EEO and is an Equal Opportunity Employer.

