

Volcano Communications Group Job Description

Job Title: Accounting Technician II
Department: Finance and Accounting
Reports To: Accounting Supervisor
FLSA Status: Nonexempt

SUMMARY

Computers, classifies, records and reconcile numerical data, with emphasis on carrier access billings and relations, for use in maintaining accounting records and submitting accounting data by performing the following duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Responsible for all carrier access billings and carrier access billing related duties. Reviews and reconciles all receipts and disbursements related to CABS. Maintains the current listing of all CABS accounts receivable and initiates collection of any outstanding amounts.

Reconciles various other accounts receivables, as assigned.

Maintains computer spreadsheets and databases detailing reconciliations of general ledger accounts according to GAAP. Reconciles General Ledger accounts to work papers, identifies and corrects discrepancies and problems. Assists others in group with preparation of spreadsheets through collection of data from computer system.

Prepares and reconciles various required government and special reports using a variety of source documents, computer reports, databases, and spreadsheets, and forwards to appropriate agencies and personnel.

Prepares audit worksheets for annual audit and works with audit personnel (regulatory and other) to resolve and correct any problem areas.

Assists in preparation of monthly financial statements and annual budgets.

Monitors loans, accounts payable and receivables for accuracy and timeliness. Contacts customers or carriers regarding delinquencies and processes collections, as necessary.

Stays current in all areas of responsibilities by attending and participating in training classes, workshops, and other events.

Adapts to changes in procedures and responsibilities.

Assists co-workers in procedures which they are not familiar with, both giving and receiving information.

Interacts and participates effectively with managers, co-workers and others. It positively affects the performance of other employees, including assisting co-workers, and working to accomplish job and organizational objectives and goals.

Consistent and regular attendance of at least forty hours per week. Must be available to work overtime as

needed.

Performs other related duties as assigned.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Associate's degree (A. A.) or equivalent from two-year college or technical school; or two to four years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. The ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid and unrestricted driver's license.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and risk of radiation. The noise level in the work environment is usually moderate.