



Telephone | Long Distance | Internet | Wireless

Accounting Assistant

Copper Valley Telecom is currently seeking an Accounting Assistant to join our team! This position may be responsible for any of the following: processing accounts payable, preparing and processing payroll, maintaining the general ledgers, maintaining complete and accurate work orders, and reconciling and preparing inventory records and journal entries.

Preferred knowledge, skills, and abilities:

- Prior accounting experience and education preferred
- Strong verbal and written communication skills
- Skill in operating Microsoft applications including Word, Excel, and Outlook
- Ability to perform six-digit addition, subtraction, multiplication, and division calculations at average or better speeds
- Ability to type a minimum of 45 words per minute
- Ability to organize and prioritize multiple work assignments
- Ability to work in a fast-paced environment with a minimum amount of errors

Education and Experience: High School diploma, or equivalent, is required along with basic knowledge of accounting, including general ledger, payroll, and accounts payable. Applicants with Associate or Bachelor's degree, and/or prior years of experience in accounting may qualify for higher starting wages.

Additional Information: This is a full time, hourly, non-exempt position with an outstanding benefit package which includes health, vision, and dental insurance, 401K matching, and a pension program. Additional benefit programs include applicable education and wellness reimbursements, a quarterly bonus program, service discounts, and a generous leave package (accruing a total of 192 hours annually) along with ten paid holidays.

This is an IBEW 1547 Union represented position (need not be a current member in order to apply) and requires satisfactory results of a background check and drug screen (excluding marijuana). Starting wage for this position is \$22.06 per hour, with increases scheduled in accordance with the current collective bargaining agreement between CVT and the IBEW.

CVT is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or national origin.

To apply please visit www.cvtc.org/careers. This position is based out of our Valdez, AK office and is open until filled.