



## Regulatory Reporting and General Accountant

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Department: Finance

Location: Anchorage

FLSA: Exempt

Reports To: Accounting Manager

Approved By: CEO

Revision Date: 08/14/2023

Effective Date: 09/01/2023

### Position Description

- Professional accountant with primary responsibility for regulatory reporting and providing general accounting support.

### Principle Accountabilities

- Ensure that all company operations comply with lender, grantor, NECA, USAC, RCA, FCC, and other federal, state, and local requirements, and internal control compliance.
- Monitors end user, miscellaneous and CABS billings for irregularities and impacts on NECA and AECA reporting.
- Coordinate regulatory reporting and data gathering.
- Ensure maintenance and compliance with the Cost Allocation Manual (CAM); prepare annual CAM packet.
- Preparation and submission of federal and state regulatory reports timely and accurately.
- Monitor Performance Testing for compliance and timely submission.
- Stay abreast of FCC and GAAP accounting standards as well as other standards related to cooperatives that affect financial statements.
- Perform GL functions such as reconciliations and journal entries.
- 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 special reports and presentation materials as requested.
- Automates processes to improve efficiency and reduce errors; continuously looks at assigned tasks for opportunities to automate.
- Maintenance of membership capital credit equity balances.
- Complete training programs as necessary or required to improve job performance.



### **Additional Responsibilities**

- Sufficient equipment at your residence to ensure uninterrupted remote work at speeds close to speeds experienced while working in the office.
- Recommend changes and improvements to policies and procedures to improve service and cost effectiveness.
- Ensure readily available access to records for review 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 simultaneously as well as daily activities
- Ability to maintain confidentiality of information
- 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 and accuracy of regulatory reporting requirements with zero late fees or penalties.
- Completes routine journal entries and GL reconciliations timely and accurately.
- 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 as well as cooperative rules, regulations, and standards.
- Timely and accurate compliance with federal and state reporting requirements
- 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 regulatory filing processes are always documented and up to date.

### **Education and Experience Required**

- Bachelor of Arts or Bachelor of Science degree in accounting or related field with at least three years of accounting experience, demonstrating progressive responsibility
- Telecommunications experience preferred.



## Acknowledgement

<u>Employee</u>	<u>Date</u>	<u>Supervisor</u>	<u>Date</u>
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**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.