



JOB DESCRIPTION – ACCOUNTANT OR BOOKKEEPER

Department: Accounting/Finance

Reports To: Accounting Supervisor

FLSA Status: Non-Exempt

Job Summary: This position maintains ledgers and financial records according to established guidelines and procedures. The position is primarily data entry for financial and plant accounting functions preparing many fiscal and management reports. This position will generally perform in a specific bookkeeping activity but may have responsibility in any area. Activities include, but are not limited to, general ledger, receipts, payables, work orders, payroll, purchasing and budget tracking. This position also performs various other bookkeeping duties as required.

Essential Job Duties and Responsibilities:

- Primary responsibility for all work order and continuing property records, and support of inventory-related activity for 3 Rivers.
- Comply with procedures designed to safeguard assets and report to management any perceived concerns.
- Assist in preparing various financial reports, doing regular bookkeeping work such as account reconciliation, journal entry preparation, transaction analysis, miscellaneous filing of correspondence, journal entries, vouchers, payroll information as needed.
- Complete training programs as necessary and required to improve job duty performance.
- Maintain written job procedures for assigned duties and area of emphasis.

Emphasis:

- Maintain accounting system in compliance with Rural Utilities Service (RUS) and/or other industry standards for work order units and retirement units
- Maintain complete and accurate Work Order records
- Close work orders, allocate costs, prepare journal entries, and reconcile accounts in a timely manner
- Work with Purchasing Agents to establish and maintain proper plant inventory items and levels
- Maintain complete and accurate Continuing Property Records (CPRs) in accordance with company and industry standards
- Ongoing analysis of CPRs to ensure internal records match what is deployed and being used to provide service to our Members
- Analyze projects to ensure company efficiency across different projects based on preset standards
- Prepare reports to explain work order variances from estimate to actual for labor, materials, contract support, shipping, etc.
- Reconcile physical plant inventories to perpetual inventory records, prepare reconciliation and journal entries
- Maintains company archive documentation through designated system; tracking due dates, expiration dates, special contract provisions, etc.
- Maintain understanding of current FCC and GAAP accounting standards
- Perform GL functions such as reconciliations and journal entries as needed
- Interface with audit team, consultants and others as needed
- Provide backup to other functions as needed
- Prepare special reports and presentation materials as requested
- Automate processes to improve efficiency and reduce errors; continuously looks at assigned tasks for opportunities to automate
- Work on special projects as requested

Additional Job Duties and Responsibilities:

- Perform other duties and responsibilities as required to fulfill job function or as assigned.
- Promote 3 Rivers’ products and services.
- Consistently comply with CPNI (Customer Proprietary Network Information) rules.

Knowledge, Skills, and Abilities:

- Knowledge of:
 - Company policies, procedures, products and services.
 - General office and bookkeeping principles, practices and procedures.
 - Computer based programs (accounting software, Microsoft office products).
 - Time management and organizational skills.
- Skill to:
 - Gather and report numerical data and produce statistical reports.
 - Organize, assemble, and file financial information.
 - Operate various types of office equipment such as a computer, 10-key machine, copy machine, fax machine and multi-line telephone.

General Company Requirements:

- Work independently and be a team player within the department and organization.
- Exhibit exceptional organizational skills and be a problem solver.
- Communicate effectively, both in writing and in speaking, with customers, co-workers, and various business contacts in a courteous and professional manner.
- Work completely and accurately under time constraints and deadlines.
- Work in a fast pace environment and prioritize multiple work assignments.
- Provide excellent customer (internal) service.
- Work in a safe and effective manner.

Education and Experience:

Any combination equivalent to the following education and experience that would provide the required knowledge, skills and abilities would qualify. A typical way to obtain the knowledge, skills and abilities would be:

High School diploma or equivalent; 3-5 years of related work experience. Formal training beyond high school preferred.

Physical and Other Requirements:

This position may require 8 to 10 hour days, flexible hours and some weekends. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements	0-24%	25-49%	50- 74%	75-100%
Seeing: Must be able to read reports and use computer.				X
Hearing: Must be able to hear well enough to communicate with employees and business contacts.				X
Standing/Walking:	X			
Climbing/Stooping/Kneeling:	X			
Lifting/Pushing/Pulling:	X			
Fingering/Grasping/Feeling:				X

Working Conditions:

This factor measures the surroundings or physical conditions under which a job must be done and the extent to which those conditions make the job disagreeable. Consider the presence and relative amount of exposure to dust, dirt, heat, fumes, contaminants, cold, noise, vibration, wetness, etc. Good working conditions with the absence of disagreeable conditions, aside from travel.

Additional Information:

This job description is not intended to be all-inclusive, and employee will also perform other reasonably related business duties as assigned by immediate supervisor and other management as required. 3 Rivers reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

3 Rivers is proudly an Equal Opportunity – Affirmative Action Employer.

Employee Acknowledgement

Date

Effective Date: January 1, 2022