

Accounting Assistant/Billing Clerk

Hamilton County Telephone Co-op currently has an opening for an Accounting Assistant. Duties would include, but not limited to, journal entries, billing, verify journal and ledger balances, support monthly close, computing taxes and surcharges appropriately, balancing accounts and member capital credits.

Make Journal Entries

Accounting assistants record an organization's business activities by making journal entries in sub- or general ledgers. An understanding of multi-company accounting is a plus.

Billing

Performs and examines a variety of customer billing transactions for completeness and accuracy outlined by our billing practices. Duties could also include customer service, answer phones when needed in a courteous and professional manner, filing, and support to other areas of the company as assigned. Required experience includes fundamental office and time management, discretion, and ability to work independently.

Journal and Ledger Balances

Journal and ledgers are accounting records. Bookkeepers enter financial data into journals by making journal entries. Such information is then summarized in sub- and general ledgers. A sub-ledger is a section of a general ledger. For example, Client XYZ's sub-ledger is part of a business customers' general ledger. Accounting staff verify that balances are accurate by checking journal entries, vendor bills and customer invoices.

Support Monthly Close

Accounting assistants work under the guidance of senior professionals to perform month-end procedures. Such procedures could include reconciling bank statement balances to cash ledgers, making journal entries to adjust unpaid bills or correcting prepaid expense amounts.

Support Audit Procedures Assistant

Accounting clerks also may assist internal and external auditors by providing required data and confirming ledger balances. They work under the leadership of senior staff to ensure that internal policies, guidelines and procedures in journal entry, warehouse, inventory shipment and receiving.

Compute Taxes Assistant

Accounting clerks also could compute a business entity's tax liabilities. They also could evaluate and analyze all taxes collected from customers, and ensure that such taxes are transferred to state and local revenue services.

Provide Reports to the Manager

Accounting clerks will also be responsible to provide reports to the General Manager and the Board of Directors for their monthly meetings.

Asset Records

Accounting clerks will help maintain all company asset records through our work order process. They also maintain a list of all vehicles and equipment (titled and no titled) for purposes of insurance coverage.

Insurance

Accounting clerk works with the company's insurance preparing claims for vehicle or property insurance, as well as, employee provided insurance such as new applicants, changes in insurance coverage, open enrollment, and various year end reports.

Payroll

Accounting clerk could be responsible for bi-weekly payroll for multiple companies and all biweekly, monthly, quarterly or yearly reports associated with payroll. Including, but not limited to, union dues, taxes, 401K personal withholdings while maintaining all employee records.

Accounts Payable Backup

Accounting clerk will also be a backup to the accounts payable person by learning to create vendors, enter invoices and process bi-weekly accounts payable.

Knowledge, Skills, and Abilities:

- Excellent written, oral communication, and phone skills
- Attention to detail
- Knowledge of basic general accounting and customer billing concepts
- 2-5 years of experience in accounting or an associate degree in accounting
- Adapt well to change
- Familiar with accounting principles
- Ability to function as a team player and work well with others in an office environment.
- Ability to work with scheduled deadlines and prioritize multiple tasks
- Basic knowledge of computer hardware and software, proficient in MS Office programs, Excel and Word, able to take on software upgrades and transitions
- Positive attitude
- Team player
- Ability to diplomatically communicate with customers in a professional and courteous manner.
- Ability to create, process, and extract data from spreadsheets

Interested candidates should send all resumes or applications to jobs@hamiltoncom.net.

We are an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.