

Senior Telco Accountant

Hilliary Communications is currently seeking to add an experienced Telecom Accountant to our team. This is a full-time position that reports to the CFO/CAO. Hilliary Communications is a progressive, forward thinking family owned telco headquartered in southwest Oklahoma providing phone, internet and video services to more than 20 communities.

Telecommuting: We are willing to consider telecommuting options for the right candidate. While the majority of their day to day tasks can be completed via telecommuting the employee will attend various conferences, continuing education and executive level meetings at our corporate facilities.

General Job Responsibilities/Skill:

- *Successful candidate will have a minimum of 5-10 years' experience with QuickBooks or comparable accounting software
- *Ability to work in and keep organized multi-company AP, AR, bank reconciliations
- *Experience working in a paperless environment
- *Track incoming purchase orders and maintain orderly filing system
- *Maintain department records and files as directed
- *Proficient in Microsoft Office and specifically Excel, advanced knowledge in QuickBooks or similar accounting software.
- *Proficient with a billing software that specializes in telcos
- *Perform all functions in accordance with direction, established company policies, procedures and controls

Telco Responsibilities:

Prepares, analyzes and reviews consolidated accounting and financial statements and year-end reports for multiple companies. Prepares, analyzes and reviews subsidiary accounting functions, financial statements and year end reports for all legal entities

Prepares, analyzes and reviews accounting/financial reports and regulatory filings (FCC, NECA, State) for completeness, accuracy and compliance with company policies and other regulatory agencies.

Assists in inter-company payroll and expense transaction allocations, including the inter-company reconciliation completion and review of subsidiaries. ILEC, and CABS accountant functions and provides backup or fills in as needed

Performs other duties as needed, including abiding by and adhering to all policies and guidelines of employee handbook

Perform other related duties as may be assigned by the CFO/CAO

Knowledge, Skills, and Abilities:

State and Federal financial reporting laws and regulations, including GAAP, Part 32 and 64 (Telecom). Ability to keep abreast of changes that negatively impact the company's financial performance. Understanding of Federal/State telecommunications tariffs

Work as a team player and communicate with coworkers, customers and vendors in a professional manner

Technical Skills:

High level Excel skills (Pivot Tables, Charts and Graphs, V Look-ups) is required. Ability to perform job requirements in virtual environment.

Education/Experience:

Degree in Accounting or equivalent required. 5-10 years in accounting in the utility/telecom industry required. Experience working with External Auditors preferred

*Hilliary Communications offers a competitive salary, health, vision and dental, 401k vacation and a generous holiday schedule.

Interested candidates can email their resume to JJ.francais@hillcom.net.