

## RT Communications, Inc.

Job Title: Accountant                      Department: Accounting  
Supervisor: Controller                      Date: August 5, 2008  
Location: Worland                              Closing: Until Filled

*The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.*

### **General Summary:**

Performs a variety of tasks associated with plant and general accounting. Responsible for balancing general ledger to subsidiary ledger (continuing property records). Assists plant and engineering departments with closing RUS contract and performs budget duties as assigned.

### **Knowledge, Skills, and Abilities:**

- Knowledge of telco accounting practices.
- Knowledge of Generally Accepted Accounting Principles.
- Knowledge of company policies and procedures.
- Knowledge of company products and services.
- Skill in operating various office equipment such as personal computer, various software programs, copier, fax, and telephone systems.
- Skill in oral and written communication.
- Ability to communicate with customers, employees, and various business contacts in a professional and courteous manner.
- Ability to make sound decisions using information at hand.
- Ability to organize and prioritize multiple work assignments.
- Ability to pay close attention to detail.

### **Education and Experience:**

Bachelor's degree in accounting or equivalent experience, PLUS one to two years of telephone or related utility experience preferred. Note: In absence of a bachelor's degree in accounting, equivalent experience qualifies with 10 years bookkeeping experience.

### **General Information:**

The general work hours for this position are 8:00 am - 5:00 pm Monday through Friday. Overtime will be required on occasion.