



Accountant

Position Title: Accountant
Reports To: Accounting/Business Manager

Department: Accounting
FLSA Status: Exempt

General Summary:

DRN/ReadiTech has an exciting opportunity for an Accountant with the ability to drive for results through ownership and continuous passion for improvements at our Headquarters in Ellendale, ND. Reporting to the Accounting/Business Manager, this highly motivated individual will work with DRN/ReadiTech/ReadiTech IT Solutions teams in any of the following areas including but not limited to: sourcing, purchasing, negotiating, tracking, and reporting. Additional responsibilities include but are not limited to: Compile, analyze, and review financial data, and complete reports in compliance with FCC, PSC, RUS and NECA requirements for the Company.

Essential Job Functions:

- Monitors and maintains account coding for various transactions.
- Prepares and updates continuing property records and asset ledgers.
- Ensure timely and accurate coding of labor, material and overhead.
- Works with and maintains the purchase order and work order process.
- Analyzes and reviews financial data, including general ledger accounts and income statement accounts.
- Compiles and analyzes financial information to prepare journal entries.
- Prepares financial data as requested by PSC, FCC, NECA, RUS and other industry organizations.
- Analyzes and monitors capital budgets to actual results.
- Comply with federal, state, and local financial legal requirements by staying abreast of existing and new legislation.
- Monitors property tax matters.
- Negotiation – conduct price negotiation with vendors on goods and services to ensure the company is always getting the highest quality products at the best price.
- Purchasing – validate purchase orders, select suppliers, develop and solicit bids, and analyze responses.
- Vendor relationships – develop and maintain vendor relationships.
- Scheduling – help push project status on a scheduled basis.
- Reporting – provide material status to DRN/ReadiTech/ReadiTech IT Solutions team.
- Handles accounts receivable account and transactions.
- Prepares invoices for payment in accounts payable
- Assists with audit preparation
- Mail/Bank rotation duties

- Attendance is an essential function of this position. Regular, reliable, consistent and punctual attendance is required.
- Performs other duties as assigned by management.

Knowledge, Skills, and Abilities:

- Ability to drive for results through ownership and continuous passion for improvements.
- Knowledge of Company policies, procedures, products and services.
- Ability to maintain confidentiality and exercise discretion.
- Skill in customer service and customer relations.
- Knowledge of tax and accounting procedures, industry practices and trends.
- Excellent verbal & written communication skills.
- Ability to read, analyze and interpret computer reports and printouts.
- Strong analytical problem solving skills
- Ability to organize, prioritize and handle multiple work assignments.
- Ability to complete work accurately under time constraints and deadlines.
- Ability to communicate with customers, co-workers and various business contacts in a courteous and professional manner.
- Ability to function effectively as a team player.
- Skill in operating a personal computer using database, word processing and spreadsheet software.

Education and Experience

Minimum of an Associate’s degree in Accounting preferred. Experience in the Telecommunications or Technology Industry desired. Work experience in an equivalent or related field will be considered.

Physical Requirements:

PHYSICAL REQUIREMENTS	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to read reports and use computer.				X
Communication: Must be able to communicate with co-workers				X
Movement: Must be able to move around work area.	X			
Lifting/Pulling/Pushing:	X			
Fingering/Grasping/Feeling: Must be able to write, type, and use phone system.				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- Usual office working conditions

Note: 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.

This position is an exempt position, not subject to the overtime provisions of the Fair Labor Standards Act. DRN is an Equal Opportunity Employer and offers a competitive compensation and benefits package.