



ACCOUNTING ASSOCIATE

LOCATION: CHESTER, SC

General Summary:

Performs clerical duties in support of an accounting function. Maintains ledgers and financial records in accordance with established procedures. Typical duties include reconciling bank accounts and cash accounts, posting entries to specified accounts, calculating various taxes and preparing journal entries. Checks transactions to eliminate discrepancies.

Performs the following duties and other duties assigned by the Manager or a delegate:

Essential Job Functions:

DAILY/AS NEEDED

- Update cash balances
- Write up deposits for Misc. Cash received.
- Enter the deposits to Misc. Cash by date.
- Update Work Order file with new Work Orders at least weekly. File copies of invoices received from Accounts Payable.
- Check new Work Orders to verify G.L. Account has been added and is correct as well as all other information.
- Assist Accounts Payable as needed.
- Assist with daily A/R reconciliations as needed.

MONTHLY

- Calculate current sub counts for Cable form. Process cable invoices from updated sub count reports.
- Complete ADSL reports and journal entries (1st of month). Balance Cash to A/R Reconciliations (1st/15th).
- Complete NISC online report from broadband information Billing per Cycle (1, 3, 7, 15 and 21)
- Complete Toll Reports per Cycle.
- Set up and wire Diversified Check Solutions invoice.
- State Sales Tax (after books are closed)
- Operating Leases (after books are closed)
- CLDS Expense by Jurisdiction (after books are closed)
- Statement of Income Eliminations (after books are closed)
- Continuing Property Records – Other (After books are closed)
- Intercompany Billing (911, Wireless 911, Voice Mail, Internet, Telecom Relay for South Carolina and Georgia) (after 21st billing/complete before closing month)
- CABS AR Roll Over (as needed)
- Work Order Completions/Closures
- Process Facilities Settlements check from Lancaster Telephone

QUARTERLY

- Quarterly Cable reports.

MINIMUM QUALIFICATIONS:

- Knowledge of company policies and procedures.
- Must be able to work accurately and rapidly with various office equipment such as personal computer, various software programs, scanner, fax and telephone systems.
- Skill in oral and written communication.
- Knowledge of basic accounting principles and practices.
- Knowledge of general office procedures.
- Ability to work remote efficiently and effectively. Responsive during business hours if remote.
- Quiet and professional remote office space is required.
- Knowledge of MS Office, particularly Excel.
- Ability to pay close attention to detail.
- Ability to communicate with customers, co-workers and various business contacts in a professional and courteous manner. Must be able to explain situations to customers without either giving or taking offense.
- Ability to plan, organize and prioritize multiple work assignments, often with frequent interruptions.
- Ability to make sound decisions using information at hand. Must be able to work efficiently with or without supervision.
- Ability to effectively function as a team player.
- Must maintain superior attendance and promptness.



Education and Experience:

Two year degree in Accounting or related field, OR High school diploma or equivalent, plus 2-5 years of related work experience

PHYSICAL DEMANDS:

- Ability to frequently lift up to 10 lbs and occasionally up to 25 lbs.
- Regularly required to walk, sit, and use hands to finger, handle or feel; Regularly required to talk or hear
- Close vision, Distance vision and ability to focus

BENEFITS: Comprehensive benefits package includes company paid medical, dental, life insurance and vision coverage, 401k savings plan with company match, paid vacation and holidays, and many more excellent benefits. **Employment is contingent upon successfully completing pre-employment testing, a drug screen, and background investigation. *TruVista is an Equal Opportunity Employer*