

JOB OPENING

Advanced Communications Technology, Inc.
Sheridan, Wyoming

Job Title: Senior Accountant
Department: Accounting
FLSA Status: Exempt

Location: Sheridan, Wyoming
Date: July 14, 2010
Closing: Open until filled

The following job description may not encompass all functions of the position and only provides a general outline of responsibilities. It does not include every function/duty, or every criteria of the position.

POSITION SUMMARY:

Maintains the Company's financial operations, including all bookkeeping and accounting activities. Maintains General Ledger and prepares operating and financial statements. Oversees payroll administration and reviews Accounts Payable and Receivable. Examines a variety of financial statements and transactions for completeness, internal accuracy, and conformity with established accounting classifications. Maintains confidential personnel and human resources information.

Knowledge, Skills and Abilities:

- Knowledge of telco accounting practices.
- Knowledge of State and Federal financial reporting laws and regulations.
- Knowledge of financial analysis, reporting, and investment practices.
- 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, pagers, and telephone systems.
- Skill in reading and interpreting statistical and financial data.
- Skill in oral and written communication.
- Ability to communicate with customers, employees, and various business contacts in a professional and courteous manner.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to calculate figures and amounts such as discounts, interest, and percentages.
- Ability to make sound decisions using information at hand.
- Ability to organize and prioritize multiple work assignments.
- Ability to pay close attention to detail.
- Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to operate a computer using Microsoft Excel and Microsoft Word.
- Ability to use a 10-key by touch and the ability to type.
- Ability to make sound decisions using available information.

EDUCATION and EXPERIENCE:

Bachelor's degree in Accounting or related field plus one to two years accounting experience in a regulated industry. Prior supervisory experience preferred.

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. Qualified applicants should apply to HR at PO Box 7039, Sheridan, WY 82801 or email hr@rtcom.net.