



United and Turtle Mountain Communications (UTMA) is currently seeking an Accountant for our Langdon office, with consideration for candidates in Bottineau. If you are interested, please submit your resume to careers@utma.com.

Accountant

The Accountant will be responsible for preparing and maintaining financial records and reports, preparing and processing account reconciliations, and assisting with the annual audit. The Accountant will support the CFO and respond to requests for information as needed.

Essential Duties and Responsibilities:

- Records financial transactions into the accounting system in an accurate and efficient manner.
- Prepares monthly recurring journal entries and miscellaneous entries as needed.
- Prepares financial statements, including balance sheets, income statements, and cash flow statements. May prepare reports to measure financial trends and financial performance of multiple service areas.
- Assists with data entry, maintenance, and monthly closing of general ledger.
- Creates, updates, and maintains continuing property records.
- Creates, updates, and maintains inventory records. Investigates discrepancies as needed.
- Creates, updates, and maintains Plant Under Construction records, including monthly closing of work orders.
- Assists the customer service department with daily balancing of bank deposits, payments, and billing adjustments.
- Monitors bank accounts, cash balances, and monthly reconciliations.
- Completes regulatory reporting and filing, including monthly federal excise tax, monthly state sales tax, monthly NECA data entry, and gross receipts filings.
- Manages accounts payable and accounts receivable. Monitors payment due dates, follows up on overdue accounts, and reconciles accounts.
- May assist the CFO with annual audit and cost study preparation by gathering and organizing financial documents and providing support to auditors during the process.
- Performs financial analysis at the discretion of the CFO. May provide insights and analysis to the CFO as needed.
- Supports the CFO with budgeting and forecasting. Assists with the development of annual budgets and forecasts, monitors actual performance against budgeted accounts.
- Ensures compliance with accounting standards with respect to federal, state, and local regulations.
- Provides back-up support to accounting personnel in times of absence or as needed.
- All other duties as assigned.*



Skills and Abilities

- Strong knowledge of basic accounting principles and practices.
- Knowledge of telecommunication facilities and practices.
- Knowledge of company products and services.
- Knowledge of company policies and procedures.
- Ability to analyze data, and skill in identifying problems and resolving them.
- Strong ability to maintain confidentiality.
- Skill in operating various office equipment such as personal computers, various software programs, telephone systems.
- Skill in Microsoft Excel, Microsoft Word, Microsoft Outlook.
- Skills in oral and written communication.
- Ability to organize and prioritize multiple work assignments.
- Ability to pay close attention to detail, work independently, and function as a team player.
- Ability to be self-motivated and enthusiastic.
- Ability to think progressively while quickly grasping new ideas.
- Ability to maintain a positive attitude.

Education and Experience

To perform this job successfully, an individual must be able to perform each item under “Essential Duties and Responsibilities” satisfactorily.

- Bachelor’s degree in accounting or related field, or associate degree in accounting with at least 2 years’ experience or the equivalent of on-the-job experience.
- 2+ years’ experience with general ledger preferred.
- Strong analytical and problem-solving skills required.
- Knowledge of Generally Accepted Accounting Principles (GAAP).
- Excellent attention to detail and organizational skills.
- CPA preferred but not required.