Nushagak COOPERATIVE

Solutions for the Future

Providing Electric, Telephone, Internet and Cable Television Service

557 Kenny Wren Road • P.O. Box 350 • Dillingham, AK 99576
Phone: 907-842-5251 • FAX: 907-842-2799 • www.nushtel.com

JOB DESCRIPTION

Bookkeeper

REPORTS TO: Comptroller

SUPERVISES: No supervisory responsibilities.

OBJECTIVES: Maintains ledgers and financial records in accordance with established guidelines and procedures. Will be trained in most or all bookkeeping and accounting activities, with specific ongoing duties as required.

MISSION STATEMENT:

We exist to serve our members in a cooperative spirit, providing competitive, reliable, and safe services at cost consistent with sound management. We will continually evaluate the needs of our members and take an active role in the development of opportunities advantageous to our members.

RESPONSIBILITIES:

Will perform some or all of the duties that follow. Cross-training in all accounting functions will be ongoing.

1. Prepare monthly CABS, AECA and NECA billing, all federal and state telecommunications reporting requirements and requests for financial data as may be required by toll settlement consultants.

2. Maintains accounting records of inventory, disbursements, reconciliation of bank statements, and completes associated reports for all divisions.

This institution is an equal opportunity provider and employer.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

3. Monitors daily cash receipts and maintains appropriate levels in all accounts.
4. Processes payroll, payroll tickets, payroll taxes, and payroll deductions, update employee master files for changes, calculate and verify annual leave, sick leave.
5. Processes billing and payment of vendors and general ledger coding of accounts payable invoices to include 1099 misc. processing at year end.
6. Maintains and processes NETC's miscellaneous accounts receivables.
7. Prepares calculations for allocation and retirement of capital credits and disbursement of members' patronage statements.
8. Assist in preparation of monthly PCE reporting.
9. Other duties as assigned.

POSITION REQUIREMENTS:

1. High School diploma and an Associates degree in accounting plus one year of accounting experience with utility accounting procedures preferred.
2. A Valid Alaska Drivers license.
3. Ability to work effectively and courteously with employees and associated professionals.

Approved by: _____ Date: 12-12-22
William Chaney, CEO/General Manager