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## **Associate Accountant**

### **Job Description**

#### **General Summary:**

The Associate Accountant assists in the general, transactional, tax, and project accounting functions for Tularosa Basin Telephone (TBTC) and its affiliated operations.

#### **Essential Job Functions:**

- Processes routine financial transactions for TBTC and its affiliate, including Accounts Payable and General Ledger transactions
- Completes monthly general ledger reconciliations
- Provides back-up for other accounting functions as necessary
- Maintains all records with a strict sense of quality and confidentiality.
- Participates in department and company initiatives as directed

#### **Other Responsibilities:**

- Other duties as assigned by Management.

#### **Education and/or Experience:**

- Associate's degree in Accounting with two years related experience, or combination of education and experience
- Experience with telecommunications industry preferred
- Excellent oral and written communication skills

#### **Benefits:**

- Group Health Insurance with company paid vision and dental
- Life Insurance

- Employee Assistance Programs (Counseling benefits)
  - Company funded health savings account
  - 401(K) Savings plan with an 8% match
  - Roth IRA
  - Life Insurance
  - Long-Term disability
  - Vacation benefits (10 days paid vacation upon first year with the company)
  - Sick leave benefits
  - Relocation allowance
  - Holidays
  - Educational Assistance
  - Health fairs with oxygen bars, massages & free medical screenings
  - A great team of people to work with & a job you can genuinely look forward to coming to daily!
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