

JOB ANNOUNCEMENT

Accounting Assistant

Salary: \$53,632.76 - \$70,370.78

(Placement in the Range is dependent on experience)

Plus 100% paid PERS (defined benefit) retirement, health insurance, vacation and sick leave

Applications are invited for the full-time position of Accounting Assistant for *CC Communications*. This position works in the Accounting Department and is responsible for carrier access billings and related ASR administration, payroll and accounts payable.

The activities associated with the Accounting Assistant include but are not limited to: Preparing payroll records and

payroll related reports; depositing funds withheld from employee's paychecks to banks, credit unions, insurance companies, etc.; Recording Accounts Payable and issuing checks; reconciling bank statements; Handling purchasing records and inputting purchasing data; Prepares and processing carrier access billings, administering ASR's and reconciling general ledger, CPR's, bank accounts, etc.

MINIMUM QUALIFICATIONS

Any combination of training, education and experience that would provide the required skills, knowledge and abilities needed to perform the assigned duties of the position. A typical way to acquire the required skills, knowledge and abilities is:

Associate Degree is preferred.

Completion of the requirements for a high school diploma or equivalent **and**

- Completion of at least one (1) year of educational credits beyond high school with an emphasis in business and/or accounting **and** at least one (1) year of progressively responsible experience working in an accounting, and/or financial setting.

OR

- At least two years of progressively responsible experience working in an accounting, and/or financial setting.

NOTE: Applicant's experience should demonstrate the ability to operate a 10 key by touch at high levels of speed and accuracy; communicate well verbally and in writing; and type accurately and at a minimum level sufficient to perform the duties of this position.

Additionally experience must demonstrate proficiency in use of computer office programs such as Microsoft Office, Outlook, SharePoint and knowledge of accounting procedures, specifically in payroll, accounts payable and general ledger processes. Ability to pay close attention to detail is a must.

APPLICATION PROCEDURE:

Application materials are available at *CC Communications*, 899 S. Maine Ave, Fallon, Nevada or online at www.cccomm.net. **You must submit a completed CC Communications employment application and a résumé to CC Communications Human Resources, P.O. Box 1390, Fallon, NV, 89407 or drop off at 899 S. Maine Ave., Fallon, Nevada by the deadline for consideration.**

Résumés will not be accepted in lieu of completing and submitting the proper application materials by the closing date. Failure to submit the proper application materials will remove the candidate from consideration.

Position will remain open until filled. Your application materials must clearly show your qualifications for the position to receive further consideration. Applicants may be required to take a test, submit supplemental material and/or take part in an interview. Successful candidate may be subject to a drug/alcohol screen and a criminal background check.

BENEFITS:

- **Retirement – Public Employee Retirement (PERS)** – A defined benefit plan. Company pays 100% of contribution, and employee has no Social Security deduction. Five years to vest.
- Company pays 100% of employee premiums for medical, dental, long-term disability, vision and life insurance. (Dependent coverage available at cost to employee.)
- Deferred Compensation plan allows employee to invest money in Pre-Tax dollars to save for retirement.
- Vacation Leave - starting at 12 days per year.
- Holidays – 12 days per year.
- Sick Leave - 15 days per year.
- Tuition Reimbursement and Computer Purchase Program.
- Supplemental Life Insurance, Wellness and Safety Program, Employee Assistance Program and Credit Union membership are available.

**This announcement is generally descriptive of the duties and qualifications for the job.
It is not to be construed as an expressed or implied contract.**

CC Communications recognizes the fundamental right of applicants and employees to be assessed on merit alone. Therefore, it is the policy of CC Communications to provide equal employment opportunity for all applicants and employees. CC Communications does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, sex, sexual orientation, national origin, ancestry, medical condition, disability or veteran status.