

JOB ANNOUNCEMENT

CC Communications is owned & operated by Churchill County, Nevada
An Equal Opportunity Employer

Accounting Manager

Salary Range \$90,509.90 - \$121,637.76

Position opens March 19, 2024 and remains open until filled

(Salary placement within the range depends on qualifications and budget constraints)

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

Applications are invited for the full-time position of Accounting Manager for CC Communications. Position is responsible for assisting CFO in directing the organization's financial planning and accounting practices as well as its relationship with the County Comptroller and County Clerk/Treasurer, County Commissioners, and the financial community. Position assists CFO in overseeing accounting, budgeting, revenue, billing and collections, customer service, routine regulatory filings and cash disbursement for the company. Duties include overseeing aspects of the Company financial and accounting activity. Financial reviews by independent CPA firms, NECA and other agencies. Advises the CFO on areas of the Company's financial operations including NECA recovery processes. Ensure

records of cash disbursements, company payroll and maintenance of identifiable detail cost records for all assets. Audits customer billings including end-users and interexchange carriers. Coordinates and prepares the annual budget and interim budgeting comparisons. Working with CFO, financial and management consultants and regulatory agency personnel on matters concerning financial operations, maintaining necessary reports and records. Keep apprised of industry changes and updates affecting the company for planning purposes. Assists with procedures and systems necessary to maintain proper records and to afford adequate accounting controls and services. Must be able to maintain complete confidentiality of customer, personnel and proprietary information.

MINIMUM QUALIFICATIONS

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

Bachelor's degree from an accredited college or university, with major course work in business administration, accounting, or finance. CPA or MBA is preferred, **and**

- At least seven (5) years of progressively responsible accounting experience in a regulated environment.

- At least three (3) years experience as a manager or supervisor.

Proficient with Windows, Microsoft Office Suite including Outlook and SharePoint.

Experience in regulated utilities or telephone industry is preferred.

Must possess or be able to obtain a current Nevada driver's license.

Candidate may be subject to a criminal background check and a drug/alcohol screen.

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.