



Consolidated Business Services (CBS) has a full-time opening for a **Staff Accountant** working in Mt Angel, OR.

Join us! As our rural telecom partnerships continue to grow, we're adding talent to our thriving, high-performing team to support our growth. We pride ourselves on an employee-focused culture that develops skills, advances careers, and encourages fresh perspectives and new ideas that fuel our success and best support our partners.

Consolidated Business Services (CBS) provides professional resources focused on supporting rural broadband and telephone service providers. Our goal is to develop partnerships and create efficiencies by providing services that help today's typical small telecom maximize its potential.

The Staff Accountant will support the accounting department with daily, monthly, and annual tasks associated with general ledger and financial statements preparation.

JOB DUTIES AND RESPONSIBILITIES:

- Assist with a variety of accounting department functions related to general ledger, including supporting documentation, financial statements, work orders, regulatory reporting and audit preparation.
- Support the accurate and timely closing of the month-end process, including general ledger account reconciliations.
- Perform accurate and timely reconciliation of designated bank accounts.
- Assist with and review coding of vendor invoices, requisitions (purchase orders), journal entries and bank transactions.
- Demonstrate an awareness of accounting activities to help develop more efficient procedures and use of resources while maintaining a high level of accuracy.
- Adhere to internal controls to safeguard company assets.
- Assist with partner software conversions, whether onboarding or conversion to a new platform. Actively involved in both financial and end user billing.
- Continually evaluate AP processes and procedures to improve efficiency.
- Support company culture initiatives.
- Perform other job duties and responsibilities as required to fulfill job functions or as assigned.



JOB REQUIREMENTS:

- Minimum three years' accounting experience required. Telecommunications background preferred.
- Ability to exercise initiative and maintain strict confidentiality.
- Some familiarity of revenue settlements, work order systems, and cooperative principles and their impact on daily operations.
- Ability to manage multiple priorities, be detail oriented, complete work accurately and respond quickly to tight deadlines.
- Experience in the regulatory aspects of the FCC and/or state regulatory proceedings and a clear understanding of cost separations knowledge of PART 32 and Part 64 accounting rules and regulations is preferred but not required.
- Have a good understanding of basic accounting principles.
- Proficient using Microsoft Excel.
- Bachelor's degree in accounting or finance required. CPA License preferred but not required.

Be a Part of Our Team! Our greatest asset is our people and we continue to cultivate an environment that retains valuable individuals who want to grow with us. Does this sound like your kind of place? If you are a qualified candidate, share our values and would like to join the CBS team please submit your resume by email to jobs@cbsoregon.com . For more information about us, please visit <http://cbsoregon.com/>

We are a drug-free company. Applicants must possess a valid driver's license with a good driving record and have the ability to be insured under the company policy.