



JOB DESCRIPTION

Job Title: Plant & Labor Analyst
Department: Finance and Economic Analysis
Reports To: Manager, General Accounting

FLSA Status: Exempt - professional
Represented by the Association: No

Job Summary: This position coordinates all aspects of plant accounting including proper classification of telecommunications equipment, inventory, labor distribution, work order and fixed assets. Maintains accurate records and reports and reconciles same to general ledger on a monthly basis. May also prepare company property tax reports and financial reports in accordance with utility accounting rules, NECA requirements and generally accepted accounting standards, as well as other accounting duties as required.

Essential Job Duties and Responsibilities:

- Maintain accurate fixed asset and depreciation records for all companies, reconciling same to General Ledger on a monthly basis. Prepare all fixed asset and depreciation reports necessary for filing corporate property tax and settlement reports. Provide guidance to the company on appropriate internal controls designed for the protection of company assets, and is responsible to report to management any perceived concerns.
- Prepare and analyze necessary and/or requested reports on asset allocation, asset maturation, and alternatives to asset management.
- Maintain all labor distribution documents. Prepare and analyze labor costs and labor distribution as requested, for use in preparing forecasts related to budgeting, planning, and evaluating strategic initiatives.
- Conduct research and analysis of plant records for use in preparing forward looking cost studies, including identifying the relevant equipment by both function and cost.
- Insure that the company's financial records and reports are in accordance with regulating entities, and with generally accepted accounting standards.
- Maintenance of the company accounting and payroll system, to include designing and implementation of features, functions and managerial reports.
- Examine a variety of financial reports and transactions for completeness, internal accuracy, and conformance with established internal controls, accounting classifications and company guidelines.
- Prepare various financial statements; prepare financial reports for taxing, regulatory bodies, and internal uses; perform other miscellaneous accounting related and clerical jobs.

Additional Job Duties and Responsibilities:

- Perform other duties and responsibilities as required to fulfill job function or as assigned.

Knowledge, Skills, and Abilities:

- Knowledge of:
 - company policies, procedures, products and services.
 - general office practices and procedures.
 - internal control concepts.
 - generally accepted accounting standards.
 - 47 CFR Part 32, uniform system of accounts.
 - accounting software, Microsoft Excel, Microsoft Access and other related computer software.

- time management and organizational skills.
- Skill to:
 - administer accounting standards and guidelines.
 - perform advanced accounting procedures.
 - operate various office equipment such as a computer, 10-key machine, copy machine, fax machine and multi-line telephone.
- Ability to:
 - work independently.
 - be a team player within the department and the organization.
 - think analytically and be a problem solver.
 - communicate effectively, both in writing and in speaking, with customers, co-workers, and various business contacts in a courteous and professional manner.
 - work completely and accurately under time constraints and deadlines.
 - work in a fast pace environment and prioritize multiple work assignments.
 - maintain confidentiality of Cooperative records.
 - provide excellent customer service.
 - work in a safe and effective manner.

Education and Experience:

Any combination equivalent to the following education and experience that would provide the required knowledge, skills and abilities would qualify. A typical way to obtain the knowledge, skills and abilities would be:

Bachelors' degree in accounting, mathematics or related field; 3 years of related accounting work experience, with a preference for telecommunications plant experience.

Physical and Other Requirements:

This position may require 8 to 10 hour days, flexible hours and some weekends.

Physical Requirements	0-24%	25-49%	50- 74%	75-100%
Seeing: Must be able to read reports and use computer. Must be able to read and interpret test equipment.				X
Hearing: Must be able to hear well enough to communicate with employees and business contacts.				X
Standing/Walking:	X			
Climbing/Stooping/Kneeling:	X			
Lifting/Pushing/Pulling:	X			
Fingering/Grasping/Feeling:				X

Working Conditions:

This factor measures the surroundings or physical conditions under which a job must be done and the extent to which those conditions make the job disagreeable. Consider the presence and relative amount of exposure to dust, dirt, heat, fumes, contaminants, cold, noise, vibration, wetness, etc.

Good working conditions with the absence of disagreeable conditions.

Additional Information:

This job description is not intended to be all-inclusive, and employee will also perform other reasonably related business duties as assigned by immediate supervisor and other management as required. Blackfoot reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

Employee Acknowledgement
Effective Date: March 1, 2006

Date