



NOW HIRING: ACCOUNTANT

Madison Communications is a nationally recognized communications company located in Southwest Central Illinois. We are a premier provider of data, voice and video communications utilizing cutting edge technology. Madison delivers a wide array of Enterprise and Consumer products and services while providing superior customer support.

POSITION SUMMARY:

Performs financial analysis & advanced bookkeeping duties in support of an accounting function. Typical duties include accounts payable, reconciling bank accounts & cash accounts, billing activities, posting entries to specified accounts & preparing financial reports & journal entries. Maintains ledgers & financial records in accordance with established guidelines & procedures. Checks transactions to eliminate discrepancies.

Essential Job Functions:

- Processing of accounts payable including voucher entry and disbursement processing. Verify accuracy of invoices.
- Assist with processing monthly billing, reporting and internal audits. Prepares various financial reports as needed.
- Processing of miscellaneous invoices and monthly accounts receivable statements.
- Reconciles bank accounts and cash accounts to ensure accuracy. Maintains current cash balances. Reconciles various customer account balances including but not limited to customer deposit accounts. May collect money owed on unpaid accounts and insufficient funds checks.
- Maintains general ledger by posting entries to specified accounts, preparing journal entries and creating accrual entries. Reconciles accounts to ensure accuracy.
- Assist with the work order process by collecting invoices, adjusting inventory and maintaining expense related schedules.
- Prepare various monthly reports that include State Excise Tax, IMF Tax, and State Sales Tax and file as required. Maintain various franchise fee schedules.
- May perform other general accounting duties including opening and distributing accounting department mail, filing, and making daily bank deposits.

Knowledge, Skills, & Abilities:

- Bachelor's Degree in Accounting or other business field preferred, plus 2 years accounting-related experience
- Knowledge of basic accounting principles & practices.
- Employee should have an excellent attitude & personality with a desire to learn & expand his/her horizons by working for a progressive telecommunications company.
- Strong organizational & communication skills (both written and verbal) a plus; employee may supervise clerical activities.
- Acquired knowledge of Company policies/procedures, products & services & billing/operational support systems.
- Skill in operating various office equipment, such as personal computer, various software programs (especially Microsoft products), ten key adding machine, copier, fax, & telephone system.
- Ability to communicate with customers, employees, & various business contacts in a professional & courteous manner.
- Ability to pay close attention to details.
- Ability to work independently & as a team player and make sound decisions using information at hand.
- Ability to organize & prioritize multiple work assignments.



Madison values intellectually curious-minded professionals who are interested in aggressively learning and sharing new concepts and skills to support an independent, family-owned business in expansion opportunities and partnerships needed to effectively compete. Accordingly, consideration will be made for candidates who have business experience outside of the specifications listed above.

Salary will be based on experience, skill level, & education

Madison is an equal opportunity employer.

Interested candidates can apply @
www.gomadison.com/aboutus/careers

or

Email: careers@gomadison.com