



## Controller

At Archtop Fiber, our mission is to be the true fiber of your community.

We believe in the power of local connectivity and dedication to bridging the digital divide in rural and suburban cities across the Hudson Valley and beyond. We have seen how larger cities often receive priority for broadband infrastructure upgrades, leaving smaller communities underserved.

Our commitment extends beyond providing reliable Internet and Phone services – We're not just living and working in Kingston, NY we are fully committed to our awesome community. From our fantastic [community programs](#) to fueling economic growth with improved connectivity and an abundance of tech-driven jobs, we're all about bringing fun and excitement to our neck of the woods!

This position will support the VP of Finance and CFO with month end close process and provide supporting documents for Audit and Tax preparation. The Controller will prepare and maintain financial records to track the organization's assets, liabilities, profit and loss, tax liabilities, and other related financial activities, at the individual company levels. Maintains financial records and ensures that financial transactions are properly recorded. Ensures the accuracy of entries to ledger accounts and reconciles subsidiary ledger accounts to the general ledger. Compiles financial data to aid senior staff in the preparation of consolidated balance sheets, profit and loss statements and other financial reports. Assists in analyzing capital projects, current costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses. Assures regulatory compliance at a State and federal level, assisting with regulatory and compliance reporting to regulatory bodies, including but not limited to NYS PSC, NJ PSC, PA PSC, FCC and USAC.

### What you'll do:

- Manage, direct, review and support Staff Accountants (SA) with preparation of month and year-end close process, ensuring the quality of work and accuracy of financial reporting, including balance sheet account reconciliations, accruals, and overall maintenance of operating expense accounts. This includes directing activities of staff by scheduling and assigning work, determining methods for doing work, reviewing quality of work, answering questions, educating and training staff on company policies and processes, handling personnel issues and monitoring workflow to ensure timely completion of responsibilities. May assist in such completion to meet timelines.
- Assure accurate end user monthly billing, including revenue reporting in correct time periods and jurisdictions.
- Assure accurate CABs monthly billing, including revenue reporting in correct time periods and jurisdictions.
- Assist Staff Accountant with vendor issues, when required. Review vendor statements for past due amounts or discrepancies and assist Staff Accountant to resolve.
- Assist in annual IRS 1099 preparation.
- Review payment of invoices for accuracy of amount, period and accounting treatment, including taxes and surcharges.



- Review accounts receivable aging to ensure other departments are performing collection efforts as required. Suggest write-off treatment if necessary. Ensure write-offs performed are accurately reflected in financial statements.
- Review payroll reports completed by third-party vendor. Record expense/capital cost in regulatory format to appropriate company to ensure annual reporting requirements can be met.
- Review and process accounting entries associated with capital expenditures, ensuring proper accounting treatment. Process includes gathering information required for state real property offices, such as tax district and right of way. Prepare annual real property reporting to appropriate state authority.
- Assist Staff Accountants, VP of Finance, and CFO with compilation of supporting documents for year-end Audit, Regulatory Reporting and Tax preparation.
- Prepare and submit required regulatory reporting to federal and state government and regulatory bodies.
- Provides outside auditors with assistance by gathering necessary account information and documents to perform annual audit and prepare estimated tax payments and annual tax returns.
- Assist Staff Accountant with reconciliation of bank accounts at least monthly and address inquiries from banks. Review outstanding bank reconciliation transactions at least quarterly.
- Review tax forms with federal, state, and local government agencies, prepared by Staff Accountants.
- Maintains knowledge of acceptable accounting practices and procedures.
- Maintains knowledge of local, federal and state tax/regulatory compliance regulations.
- Performs other related duties as assigned.
- Conduct mid-level general ledger account reconciliations, verify accuracy of data, and identify and correct errors made by internal and external personnel.
- Review entry-level general ledger account reconciliations prepared by Staff Accountants, verifying accuracy of data, and identifying and coaching staff to correct errors. Coach Staff Accountants in preparation of reconciliations, offering knowledge and expertise of policies and procedures.
- Assist in providing information to operational management about financial results and variances.
- Assist with preparation of annual capital and operational budget, including annual capital budget filing report due to NYS PSC.

**What you'll bring:**

- Excellent oral and written communication skills.
- Excellent organizational skills, ability to manage multiple priorities, and attention to detail.
- Leadership skills with ability to create a team environment and sustain positive employee morale.
- Knowledge of general financial accounting and cost accounting, including creating, reading and understanding financial reports, industry regulations, and proposed legislation that may impact the Company.
- Understanding of and the ability to adhere to generally accepted accounting principles.
- Knowledge of telecommunications industry/telecom operations, technology, and equipment.
- Knowledge of telecommunications regulations, including federal and state reporting requirements.



- Strong internal control habits including transparency, integrity, commitment, communication and monitoring.
- Knowledge and understanding of federal and state Telecommunications Part 32 and Part 64 allocations, processes and requirements.
- Experience in management and financial principles and practices, and knowledge of company products and services, policies and procedures.
- Proficient with Microsoft Office Suite or similar software, and accounting software.
- Bachelor's degree in accounting, or related field, required.
- CPA or at least three years of related experience required.

**What we offer:**

- Competitive salary base 100-150K
- Heavily subsidized medical, dental, and vision
- Holidays, PTO, and Flexible work schedules
- Generous 401(k)
- Employee Assistance Program (EAP)
- Life insurance, short- & long-term disability insurance
- Employee Referral Program
- Employee discount programs

Archtop Fiber is proud to be an Equal Opportunity Employer. We celebrate diversity and are committed to creating a welcoming and inclusive environment for all.

Send resumes to [Careers@archtopfiber.com](mailto:Careers@archtopfiber.com), or [Cfraiman@archtopfiber.com](mailto:Cfraiman@archtopfiber.com)