



Senior Staff Accountant JOB DESCRIPTION

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 Senior Accountants and the Controller with month end close process and provide supporting documents for Audit and Tax preparation. The Staff Accountant will prepare and maintain financial records to track the organization's assets, liabilities, profit and loss, tax liabilities, and other related financial activities. 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 more senior accountants in the preparation of 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.

What you'll do:

- Support Senior Accountants with preparation of month and year-end close process, including assigned journal entries, balance-sheet account reconciliations, accruals, and overall maintenance of operating expense accounts.
- Preparation of Sales tax returns.
- Reconcile vendor statements, research and correct discrepancies.
- Setup new vendors, maintain vendor databases and assist in annual 1099 preparation.
- Collect and input all W9's from vendors; collect and input all insurance certs for vendors (ongoing).
- Verifies and/or completes payment of invoices associated with accounts payable and ensures payments are charged to the appropriate accounts.
- Assist Senior Accountants and Controller with compilation of supporting documents for year-end Audit and Tax preparation.
- Provides outside auditors with assistance; gathers necessary account information and documents to perform annual audit.
- Performs general cost accounting and other related duties for the organization.
- Reconcile bank accounts at least monthly, verify deposits, and address inquiries from banks.



- Files tax forms with federal, state, and local government agencies.
- Coordinates with software vendor to maintain accounting software systems; recommends updates to enhance the accounting software.
- Maintains knowledge of acceptable accounting practices and procedures.
- 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
- Assist in providing schedules and commentary for operational management account results and variances, and to produce working-capital cash-flow reports
- Maintain and update records and reports for profit and loss, taxes, liabilities, and assets
- Prepare special financial reports, when requested by senior managers, by collecting, analyzing, and summarizing account information and trends
- Process Purchase Order invoices, ensure proper receiving, and track the financial status of on-going projects.

What you'll bring:

- Bachelor's degree in finance/accounting.
- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Knowledge of general financial accounting and cost accounting.
- Understanding of and the ability to adhere to generally accepted accounting principles.
- Ability to correctly prepare tax reports.
- Proficient with Microsoft Office Suite or similar software, and accounting software.
- Bachelor's degree in accounting, or related field, required.
- At least three years of related experience required.

What we offer:

- Competitive salary base – 70-115K
- 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, or Cfraidman@archtopfiber.com