



## Job Description

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**Job Title:** Accounting and Regulatory Assistant

**Department and Location:** Accounting/Nora Springs IA

**Salary:** DOE

**Prepared Date:** 7/26/2022

**Basic Job Function:**

Assist with accounting responsibilities as well as regulatory affairs and monitor the inventory for the company and its subsidiaries.

**Principal Duties and Responsibilities:**

- Responsible for timely filing of all regulatory reports for all companies and ensuring accuracy
  - Main contact for all regulatory inquiries coordinating data requests with department heads
  - Assist in balancing and maintenance of inventory accounts and work with business unit managers to ensure accuracy
  - Assist with implementation and ongoing management of NISC inventory management system for all companies
  - Assist with monthly financial reporting, monthly adjusting entries, and month end closing procedures
  - Back up Inventory Lead in creation of new inventory items and solving inventory issues
  - Balance and maintain all fixed assets and mass depreciation accounts
  - Responsible for maintaining all companies' CPR's keeping accurate documentation and company records
  - Assist with grant tracking and reporting
  - Responsible for submitting all financial regulatory reports to the Federal and State agencies
  - Assist in preparing annual audit materials and assisting company's auditors during audit process.
  - Work together with IT, Customer Service, and Billing to accurately track and invoice lease and contract receivables maintaining lease schedule
  - Work with accounting department to ensure compliance with new Lease standard
  - Establish record keeping systems; compile financial information
  - Provide exceptional customer service to all internal and external audiences
  - Maintain a broad knowledge of communication products and services
  - Assist with all external and internal auditing procedures as necessary
  - Active member of the accounting team participates in learning and training opportunities
  - Work to maximize effectiveness and efficiencies as they relate to company's goals and objectives
  - Be punctual and reliable for scheduled work hours and workdays
- Please Note: Management reserves the right to assign/reassign duties and responsibilities at any time.