

- L. Serves as Company spokesperson by meeting with local, state, regional, and national level parties and industry officials on behalf of Adak Eagle Enterprises, LLC and its subsidiaries.
- M. Represents telco to regulatory agencies, legislative bodies, and industry associations.
- N. Reviews and analyzes company indicators and reports in preparation for decision making for long term and short term objectives.
- O. Responsible for the efficient operation and modern condition of the communications system to assure the widest possible use by employees and customers.
- P. Provide short and long term plans for system operations, maintenance, and facilities improvements and replacements.
- Q. Delegate individual functions among various departments within organizational chart to assure smooth and continuous operations.
- R. Review procedures for service requirements and area coverage designs.
- S. Supervises directly and indirectly the management team for the purpose of achieving Company goals and objectives.
- T. Conducts meetings, when necessary, to keep management team informed of activities and events.
- U. Gives regular guidance and feedback to direct reports discussing project updates, deadlines, issues and needs.
- V. Create and provide effective leadership for all management level positions, recognize accomplishments, and encourage a sense of belonging and purpose through achieving company objectives.
- W. Completes performance evaluations on time, delivering meaningful input to the employee on expectations, progress and objectives.
- X. Provides support to employees to maximize their ability to succeed in the position. Regularly discusses career objectives, training goals and professional development.
- Y. Completes and reviews performance evaluations with employees, yearly on date of hire or date of promotion.
- Z. Performs other related duties, as assigned
- AA. Must maintain confidentiality of AEE and its Subsidiaries business on and off the job.
- BB. Must be knowledgeable about and comply with company policies and procedures, including safety procedures as described in Adak Eagle Enterprises, LLC and its subsidiaries safety manual.
- CC. Must maintain regular attendance
- DD. Must have a demonstrated rapport and an excellent reputation with customers and coworkers
- EE. Must demonstrate a high level of productivity with minimal supervision.
- FF. Must show a positive impact on coworkers and demonstrated loyalty to the success of company
- GG. Take on job responsibilities of individuals that are absent as appropriate.
- HH. Must be available to work extended hours if needed.

Company Wide Duties and Responsibilities:

Mission: "To be true to our customer's culture, promote innovation, and to employ fast-changing technology to meet the needs of the community."

A. Health, Safety, Security:

- a. Responsible for following policies and procedures related to health, safety and security, identifying potential risks, communicating known hazards, and for acting responsibly regarding personal and co-worker health, safety and security.

B. Skills, Experience, and Education:

A. Knowledge, Skills, and Abilities

- a. Thorough understanding of rural telephone operations and terminology
- b. Ability to communicate with customers, employees, and various business contacts in a professional and courteous manner.
- c. Technical and administrative aspects of all phases of project management:
- d. Management of information systems used to develop construction projects.
- e. Preparation of design plans; all related codes, guidelines and regulations necessary for a variety of projects.
- f. Facilitate and communicate in a multidisciplinary environment
- g. Ability to manage Telecommunication equipment
- h. Ability to interpret regulations and to communicate with others
- i. Read detailed blueprints

B. Establish and maintain effective working relationships with:

- a. City Managements,
- b. Commissions and Boards
- c. State and Local Government Agencies
- d. Contractors /Builders
- e. The General Public

C. Ability to make sound decisions using information at hand

D. Demonstrate proficiency in both oral and written communication

E. Ability to organize and prioritize multiple work assignments.

F. Operate computers using standard Computer Software:

- a. Word processing,
- b. Spreadsheet

G. Understand and apply related federal, state and city regulations.

C. Experience

Minimum of 5 years work experience in Telecommunications Executive Managements. Proficiency in RUS, FCC, RCA regulations and Industry Practices.

D. Education

Preference given to candidates with certifications and college degrees. Must hold a bachelors or master's degree in any field. Along with qualifications of a solid experience and an excellent track record filled with achievements.

E Position Reporting Relationship

The following positions report to you:

COO

You report to the following:

N/A

Internal Relationships (People with whom you interact):

Employees and Managers within every department

List External Reporting Relationships:

Vendors

Customers

F. Working Conditions:

Work Environment:

- A. While performing the duties of this job, the employee may be exposed to adverse weather conditions. The employee is occasionally exposed to extreme weather conditions including but not limited to heat up to 110* and cold to -20* Fahrenheit, wind gusts in excess of 100 knots (120 mph); precarious places, confined spaces, and the risk of electrical shock. Physical Demands:
- B. Maintain complete confidentiality of system financial data.
- C. Must have skills in being attentive to financial details with accuracy.
- D. Must be flexible in both transferring skills to other areas and performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.

G Resources Available:

E. Personal computer, printers, adding machine, fax machine, postage meter, copier, telephone, switchboard.

F. Training courses available through local community colleges

G. On-the-job training

H. Books/CD's/Reference materials

I. Evaluation Criteria:

J. Ability to perform the duties and responsibilities of the position

K. Adherence to company policies, procedures, and directives

L. Compliance with the employee handbook

M. Determine issues that need to be brought before management.

N. Initiative to increase job knowledge and skills

O. Exhibited work place attitude.

P. Willingness to recognize and accept positive and negative feedback

Q. Works well with fellow employees and is receptive to their ideas and suggestions

R. Stays abreast of new technologies and services

JOB TITLE: Chief Operations Officer

STATUS: Exempt

DEPARTMENT: Executive

REPORTS TO: CEO

CUSTOMER SERVICE EXCELLENCE: In keeping with our mission of customer satisfaction, all jobs carry with them an overriding responsibility to provide extraordinary customer service in terms of quality, timeliness, and assistance. A commitment to service excellence is expected of all employees as they perform their tasks.

GENERAL SUMMARY Supports the mission statement of Adak Eagle Enterprises (AEE) by working within AEE's strategic and policy framework to manage the operating business by ensuring development of strategic plans (including financial, operational, technical, regulatory and marketing plans), ensuring accountability of performance, adhering to corporate values, and mentoring the management team. Self monitors performance, with consideration of feedback from the management team, and by review with the CEO.

SPECIFIC JOB DUTIES:

Directs activities of: **All Operations, Plant Operations, Community Development, Information Technology, Accounting, Human Resources, and Customer Service** for the purpose of achieving organizational objectives. Performs personnel activities such as hiring, promotion, training, evaluating, termination etc. according to company policy. Checking the quality of work, providing instruction and information, handling personnel issues, and monitoring work flow to ensure the timely completion of AEE's activities. Supervise and/or assist all employees responsible for payroll, accounting, benefits administration, purchasing, customer service, network, plant, tariff filing, mailings, etc.

Primary duties include:

1. Budgeting
2. Audit
3. Tax
4. Accounting
5. Insurance Activities
6. Revenue tracking analysis
7. Expense tracking analysis
8. Payroll Authorization
9. Check Signing
10. Payables Approval
11. Internal Controls
12. Financial Reporting
13. Company Policy Manuals
14. Operational Planning
15. Tariff Filings
16. Plant Expansion/removal
17. Network Infrastructure

Oversees:

Oversee all general ledger functions for AEE and its subsidiaries. Makes journal entries and review others for all companies. Review all accounts in the general ledgers each month for reasonableness and completeness of entries. Analyze accounts in the general ledgers and review the analysis of other accounts by others at least periodically.

Standards

- ◆ Directs Managers who direct department activities that implement AEE's policies.
 - ◆ Ensures that the responsibilities, authorities, and accountability of all direct subordinates are defined and understood.
 - ◆ Delegates, advises, evaluates, conducts performance appraisals, and leads management team meetings.
 - ◆ Effectively guides and directs people to accomplish objectives, including appropriate delegation of authority.
 - ◆ Anticipates initiates and performs hiring, training, promotion and termination.
 - ◆ Performs appraisals and submits to Human Resource Department at least 10 days prior to anniversary date.
 - ◆ Provides employees the resources and opportunities for training and development.
 - ◆ Affects positively the performance of other employees, including assisting co-workers and working to accomplish job and company objectives.
 - ◆ Ensures extraordinary performance of subordinates is being recognized by utilizing performance incentive program and on-the-spot rewards.
1. Develops and implements the strategic plan for the purpose of achieving CEO's goals, meeting organizational objectives, and growing the company.

Standards

- ◆ Creates the structure and processes necessary to manage the organization's current activities and its projected growth.
- ◆ Directs the preparation of short-term and long-range plans and budgets based on broad corporate goals and growth objectives.
- ◆ Spearheads the development, communication and implementation of effective growth strategies and processes
- ◆ Establishes operating policies consistent with the CEO's broad policies and objectives and ensures their execution.
- ◆ Collaborates with the management team to develop and implement plans for the operational infrastructure of systems, processes, and personnel designed to accommodate the rapid growth objectives of AEE.
- ◆ Leads and/or participates in strategic planning efforts.
- ◆ Facilitates management team review meetings.

- ◆ Meets with the CEO on a regular basis to review progress.
- ◆ Investigates and analyzes all acquisition candidates and divestitures. Makes recommendation to the CEO.

2. Ensures attainment of operational, strategic and financial goals of AEE.

Standards

- ◆ Leads financial planning for the purpose of developing and focusing the growth of AEE.
- ◆ Assists, as required, in raising additional capital at appropriate valuations to enable AEE to meet sales, growth, and profit objectives.
- ◆ Utilizes input from and collaborates with the management team to establish goals and objectives.
- ◆ Monitors and assesses financial condition of the company and recommends appropriate actions to the CEO.
- ◆ Develops systems, provides direction and ensures goals are realistic.
- ◆ Develops and installs procedures and controls to promote communication and adequate information flow within the organization.
- ◆ Reviews regularly financial results and reports, and provides the CEO identification of financial issues and concerns.
- ◆ Identifies areas of need and initiates corrective action for resolving problems.
- ◆ Makes recommendation to CEO on opportunities, growth and development capacities.

3. Mentors the management team as appropriate, for the purpose of developing the leadership abilities and accountability of managers, and supporting their performance and teamwork.

Standards

- ◆ Maintains a sound plan of corporate organization, establishing policies to ensure adequate management development and to provide for capable management succession.
- ◆ Motivates and leads a high performance management team; attracts, recruits and retains required members of the management team not currently in place; provides mentoring as a cornerstone to the management career development program.
- ◆ Develops succession plan for the next level of management to ensure sufficient management depth and capabilities for the future.
- ◆ Coaches, provides direction, trains and provides feedback to members of the management team and employees as appropriate.
- ◆ Plays an integral role in the execution of the Management Development Program.

4. Coordinates operational planning for the purpose of achieving the strategic plan.

Standards

- ◆ Evaluates and prioritizes projects in collaboration with the management team.
- ◆ Ensures the proper allocation of resources.
- ◆ Assists in the development of policies and operating procedures.

- ◆ Ensures that all operational activities are carried out in compliance with local, state, and federal regulations and laws governing business operations.
 - ◆ Develops a course of action and structure to accomplish objectives.
 - ◆ Analyzes situations and selects appropriate actions based on existing circumstances and changing conditions.
 - ◆ Problem solves and assures resolution. Monitors to be assured desired results are obtained.
5. Improves working knowledge and expertise regarding telecommunications for the purpose of providing leadership for AEE.

Standards

- ◆ Reviews books, industry periodicals, journals and videotapes.
 - ◆ Becomes involved in industry associations and appropriate professional organizations as identified jointly with the CEO.
6. Works closely with management in developing business plans and reaching revenue and profit goals.

Standards

- ◆ Analyzes and reviews compliance with established benchmarks and plans.
 - ◆ Provides feedback and direction to managers.
 - ◆ Create the development of policies and operating procedures.
 - ◆ Identifies problems through collaboration with other management team members.
 - ◆ Problem solves and assures resolution.
 - ◆ Provides support for achievement of goals.
7. Follows all company and safety policies and procedures outlined in the AEE Employee Handbook, Policy and Procedure Manual and AEE Accident Prevention Manual.

Standards

- ◆ Follows all company policies and procedures outlined in the AEE Employee Handbook and Policy and Procedure Manual
 - ◆ Follows all Safety Policies and Procedures outlined in the AEE Accident Prevention Manual.
 - ◆ Performs self-inspections of the workplace and work habits daily.
 - ◆ Reports unsafe or hazardous working conditions
 - ◆ Wears personal protective equipment as required.
8. Presents a courteous, well-groomed and professional image to customers, managers, co-workers and others in work-related situations.
9. Takes direction from the CEO who may assign other duties and responsibilities as required.

JOB TITLE: Chief Operating Officer

EDUCATION DESIRED

4-Year College Degree required, MBA preferred

EXPERIENCE DESIRED

10+ Years

KNOWLEDGE, SKILLS, AND ABILITIES

Excellent mentoring, strong leadership and management skills

Strong business reading and writing skills

Effective communication, interpersonal, networking and negotiation skills

Basic computer skills

Analytical, problem solving and decision-making skills

Strong conceptual skills

Knowledge of telecommunications

Ability to take in vast amounts of information and draw conclusions and make decisions from that information

General business experience including accounting, marketing, legal, finance and human resources

Supervisory skills with emphasis on growth and development of employees

Experience and participation in strategic thinking and planning

Excellent track record of success

Customer relation's skills

Valid driver's license

ESSENTIAL JOB FUNCTIONS

Ability to communicate through the telephone, in writing and in person with the management team, colleagues, and legislative and regulatory contacts, daily

Ability to mentor, lead and manage, daily

Ability to supervise, daily

Ability to network, conceptualize and negotiate, daily

Ability to access, input and process information using a computer, daily

Ability to complete ongoing training related to essential functions as necessary

Ability to work nights and weekends

Ability to work more than 8 hours per day or 40 hours per week

Ability to travel

Ability to be flexible and adaptable

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Administrative Assistant

Purpose: The Administrative Assistant is responsible in front desk duties and organizing the day-to-day functions of the executive team's office in order to ensure organizational effectiveness and efficiency.

Relationships:

Reports to: Vice President / COO

Subordinate Staff: None

Educational /Experience Requirements: Although no official degree is a requirement for the executive administrative assistant position, candidates must have office management or office administration related experience. We are looking for an upper-level assistant who has at least 5 years with practical hands-on work experience in the field to the organization's industry.

Skills, Knowledge, Abilities: Performs secretarial and administrative duties for the Vice President/COO and CEO. The duties performed are of a highly confidential nature that requires broad and comprehensive knowledge of the company's policies and operations. Candidate must be flexible, be able to multi task, and act with good judgment, tact and poise.

- Attention Detail
- Computer Skills (Word, Excel)
- Oral/Written Communication
- Problem Solving
- Tolerance of Stress
- Self-Starter
- Adhere to Deadlines
- Works well independently with little or no guidance
- Innovation/Creativity
- Team Player
- Personal Work Ethic
- Listening Skills
- Interpersonal Skills

Performance/ Responsibilities:

- Assist the Vice President/ COO in managing administrative duties by reading, researching, and routing correspondence, drafting correspondence and follow through with final copy.
- Types, formats, copies, distribute, files, and retrieves correspondence of routine and confidential nature for the Vice President/COO office.
- Prepares daily mail and packages for Vice President/COO.
- Screens calls and visitors for the Vice President/COO and provides appropriate follow up.

- Maintains image of the Vice President/COO office by insuring all correspondence prepared and routed signature adhere to a consistent and professional standard of the Vice President/COO
- Responsible for effective flow of information to staff
- Maintains the integrity of confidential information and records of the COO.
- Maintains a professional, helpful presence with sensitivity to cultural diversity.
- Assists with the coordination of special events throughout the year as assigned.
- Performs other related job duties as assigned.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Human Resources

Hourly Position

The Human Resources performs a wide array of Human Resources functions related to all major areas of human resources (recruitment, orientation, benefits, education, safety management and employee relations) supporting the COO and CEO. The Human Resources performs duties of a highly confidential and sensitive nature that requires broad and comprehensive knowledge of the company's policies, operations, employment law, human resources and safety practices. These responsibilities require discretion, judgment, tact and poise. The incumbent needs to exercise considerable latitude and flexibility in carrying out assignments

- I. **Duties and Responsibilities:**
 - A. Performs in a professional, supportive, efficient, confidential and customer oriented manner
 - B. Executes benefits and insurance administrative duties.
 - C. Assists with new employee orientation processes:
 - Complete new hire and benefit enrollment paperwork (I-9, E-verify, W-4, Company forms, etc.)
 - Issues Company property and information to new employees
 - Administers pre-employment and assists with random drug and alcohol testing.
 - Assists employment and training new employee.
 - D. Employee must be knowledgeable of the benefit package: NTCA –Savings Program 401(k) through Fidelity, LTD Program STD Program, Group Health. Their various policies with continuous flexibility of changes for employees and or the company's changes and regulations.
 - E. Answers employee benefit questions and investigates claims issues.
 - F. Works with employees to complete benefit change paperwork.
 - G. Schedules meetings for employees with vendor representatives.
 - H. Schedules open enrollment and works with employees to complete open enrollment paperwork.
 - I. Prepares paperwork for termination of employment
 - 401(k) information
 - COBRA benefits
 - Final work hours and leave benefits due
 - Assists in retrieving Company property from terminated employees
 - J. Responsible for maintaining employee personnel, medical, confidential and terminated files in regards to employee status changes
 - K. Ensures Company compliance with state and federal regulations including HIPPA, COBRA, FMLA, EEOC, FLSA, and others.
 - L. Participants in recruitment processes:
 - Post Job Ads
 - Distributes applicant resumes
 - Screens candidates and Schedules interviews
 - Assists with interviews
 - Checks applicant references
 - Receives telephone calls from applicants regarding open positions.
 - Actively seeks applicants for open positions on various web sites and using other recruiting tools

Human Resources

Hourly Position

- Administers applicant skills tests
 - Sends offer letters to new employees and rejection letters to applicants.
- M.** Works in conjunction with the COO to maintain the company mission and vision Keeping immediate supervisor informed of progress and problems in current assignments.
- N.** Supports and maintains hard copy and electronic processes related to Human Resources and the Safety Management Program.
- O.** Assists with educational processes (development of program content, program delivery and documentations of outcomes
- P.** Participants in planning and implementing employee relations activities (updating the Employee Handbook, reward and recognition activities and employee communications)
- Q.** Control of expenditures in assigned areas of responsibility and adherence to budget.
- R.** Prepares and maintains correspondence, typing, filing, special reports, routine legal documents and contracts, and other forms related to human resources and safety management
- S.** Scheduling, and coordinating appointments and meetings.
- T.** Arranges transportation and accommodations for events
- U.** Assists with the preparation and mailing of information and materials.
- V.** Records and transcribes minutes of meetings and conferences.
- W.** Able to operate all office equipment
- X.** Uses effective office procedures and recommends improvements
- Y.** Maintains complete confidentiality of records including keeping all employee records current and producing reports upon request.
- Z.** Some overtime may be required as circumstances dictate.
- AA.** The employee in the position will be expected to perform other duties as required and takes on job responsibilities of individuals that are absent as appropriate.
- BB.** Employee will provide back up for OSHA Reporting, Workers' Compensation.
- CC.** Manages multiple projects. Establishes priorities for completion using critical thinking and planning. Organizes work using project management, prioritizing and time management skills.
- DD.** Perform other duties and responsibilities as assigned.

Company Wide Duties and Responsibilities:

Mission:

- A.** Responsible for fulfilling Citizens' mission of quality service, excellent support and advanced technology.

Health, Safety, Security:

- A.** Responsible for following policies and procedures related to health, safety and security, identifying potential risks, communicating known hazards, and for acting responsibly regarding personal and co-worker health, safety and security

Human Resources

Hourly Position

II. Skills, Experience, and Education:

A. Skills:

1. Flexibility to handle multiple tasks, prioritize work, and adapt to change
2. Strong communications skills both verbal and written
3. Ability to work independently as well as within a team environment
4. Maintain an organized work environment
5. Effective interpersonal skills and the ability to assert oneself in a positive manner
6. Conduct self in a professional business like manner
7. Pay close attention to detail, instructions, and schedules
8. Strong desire for excellence in work product
9. A pleasant and efficient telephone manner
10. Ability to work under close supervision
11. Maintain a close working relationship with employees and managers
12. Pay close attention to details, schedules, and calendars and maintain complete confidentiality.
13. Proficiency in Microsoft Word, Access and Excel
14. Basic working knowledge of HTML, the Internet, Desktop publishing, PowerPoint presentations and networked computers
15. Experience with operating office machines, copies, printers, fax machines, calculators, computers, postage machine, etc.
16. Proficient and accurate typing skills
17. Must be able to read and write and perform basic math skills
18. Competence in English grammar and composition
19. Display Customer Service Skills
20. Professional appearance and grooming

B. Experience:

- a) Two years' experience in an administrative support position. Preferred two years support experience with a human resources and/or safety focus
2. Proficiency in computer operations and software utilization

C. Education:

1. Human Resources Certification, or two year associates collegiate degree with relevant courses in human resources. Bachelor's degree in Human Resources preferred
2. Work experience commensurate with duties and responsibilities of this position will be considered in lieu of the educational requirements in B.1 above, however a high school diploma or GED will be required in addition to experience

III. Position Reporting Relationship:

A. The following positions report to you:

1. This position does not supervise others.

B. You report to the following:

1. Chief Operations Officer (COO)

Human Resources

Hourly Position

- C. Internal Relationships (People with whom you interact)
 - 1. COO & CEO
 - 2. Managers
 - 3. Employees

- D. List External Reporting Relationships:
 - 1. Industry and Associations Contacts
 - 2. Service Associates as directed
 - 3. Human Resources Professional Associations

- IV. Working Conditions:
 - A. Work Environment
 - 1. Require sitting at a desk for extended periods
 - 2. Requires moving about the complex to reach office equipment and supplies
 - 3. Requires working on a computer terminal for extended periods

 - B. Physical Demands:
 - 1. Must possess visual acuity, oral communications skills, and appropriate hearing acuity
 - 2. Must be able to lift 50 pounds on an infrequent basis
 - 3. Occasional overhead work must be performed requiring overhead stretching of arms and working at heights of several feet
 - 4. Requires the use of office equipment, i.e. copiers, postage meter, fax machine, etc

 - C. Mental Demands
 - 1. Must take the initiative to resolve problems, handle conflict, make effective decisions in a timely and courteous manner, accept responsibility, and actively plan and organize work
 - 2. Requires the ability to be attentive, accurate and maintain concentration and be able to learn a variety of tasks
 - 3. Must possess the initiative to stay current on skills and industry standards
 - 4. Must work effectively in stressful situations
 - 5. Must be able to prioritize work
 - 6. Must constantly be aware regarding confidentiality

 - D. Resources and Training Available
 - 1. All office machines and computers
 - 2. Software and systems
 - 3. Projection and display equipment
 - 4. Ladders and trucks for moving supplies
 - 5. Educational resources related to human resources and safety management
 - 6. Educational resources related to interpersonal skills and customer service

Human Resources

Hourly Position

V. Evaluation Criteria:

- A. Ability to perform the duties and responsibilities of the position
- B. Skill levels (technical and behavioral)
- C. Adherence to company policies, procedures, and directives
- D. Compliance with the employee handbook
- E. Ability to determine issues that need to be brought before management.
- F. Initiative to increase job knowledge and skills
- G. Exhibited work place attitude and behaviors toward job duties
- H. Willingness to recognize and accept positive and negative feedback
- I. Ability to work well with all employees and to be receptive to their ideas and suggestions
- J. Stays abreast of new technologies and services

VI. Advancement Potential:

Although the company is small, with initiative and through the use of available training and tuition reimbursement options, lateral transfers and vertical advancements are possible

This description is intended to provide an overview of the intended job content and performance requirements of the position and is not the exclusive standards of the position

The employee in the position will be expected to perform other duties as assigned. This description may change over time.

Accounting Manager

This position is to accurately provide direction, management, and leadership in accounting efforts for Adak Eagle Enterprises, LLC and its subsidiaries (AEE). The Accounting Manager will be responsible for developing and maintaining accounting principles, practices, and procedures to ensure accurate and timely financial statements to adequately support financial analysis and financial reporting functions for AEE. This position is responsible for the direct supervision and management of all members of the accounting team to ensure that work is properly allocated and completed in a timely and accurate manner. This position addresses tight deadlines and a multitude of accounting activities including general ledger preparation, financial reporting, year end audit preparation and the support of budget and forecasting activities.

I. Duties and Responsibilities include but are not limited to:

A. Primary duties include:

1. Audit preparation and coordination to ensure a clean and timely year end audit.
2. Development and maintenance of accounting structure and direction of practices and procedures to ensure accurate and timely compliance with all accounting principles and FCC regulations where applicable.
3. Insurance Policy renewals and claims processing
4. Revenue tracking analysis
5. Expense tracking analysis
6. Internal Controls
7. Financial Reporting for executive management team and regulatory bodies as directed by COO.

B. Obtain and maintain a thorough understanding of the financial reporting and general ledger structure.

C. Responsible for developing and coordinating necessary and appropriate accounting and statistical data for COO.

1. Ensures an accurate and timely monthly, quarterly, and year end close and provides timely and accurate monthly P&L analysis for COO.

D. Implements appropriate internal controls to safeguard company assets.

E. Maintains daily banking requirements and reports as necessary to COO and ensures the monthly bank reconciliations are performed in a timely and accurate manner.

F. Ensure the accurate and timely processing of positive pay transactions and meets all filing requirements for IRS and state agencies for payroll compliance.

G. Verify that the general ledger balances and customer billing registers are reconciled and appropriately reflected in the general ledger.

H. Maintain Inventory for AEE and subsidiaries.

1. Compute monthly inventory usage by location.
2. Communicate with purchasing agent on accuracy and timeliness of receipts.
3. Perform physical inventory count semi-annual

I. Maintain Plant Under Construction accounts for timely processing of work orders and closures to plant accounts as appropriate

J. Monitors covenant and reporting requirements of lenders and reports findings in a timely manner to COO to maintain relationships with RUS and other lenders.

K. Perform Inter-company reconciliations and settlements between AEE and subsidiaries ledger.

L. Complete and file various taxes for AEE subsidiaries in a timely and accurate manner.

M. Supports budget and forecasting activities and recommendations for cognitive measures for significant variance

- N. Directs the development, implementation, distribution and accuracy of financial information according to generally accepted accounting principles
 - 1 Develops useful and appropriate financial reporting tools for management.
 - 2. Presents accurate and timely financial information and analysis for COO.
 - 3 Establishes appropriate procedures and resources to implement GAAP and FCC regulations where appropriate.
- O. Monitors and analyzes department work to develop more efficient procedures and use of resources while maintaining a high level of accuracy.
- P. Coordinate yearly auditing activities by outside entities such as the independent CPA firm.
- Q. Ensure that proper data are released to these outside entities to assist in their auditing efforts
- R. Advises staff regarding the handling of routine and non-routine financial transactions and reporting.
- S. Responds to inquiries from COO regarding financial results, special reporting requests and provision of financial data as required
- T. Provide input to industry changes
- U. Oversee all accounting personnel in their daily activities. Cross train staff members in all facets of the accounting function to ensure adequate functioning of the department in the absence of any member of the accounting department.
- V. Provide training to new and existing staff as needed
- W. Display a willingness to commit time required to accomplish financial goals and requirements of department.
- X. Handle Accounting Department personnel issues relating to staff conflicts, absenteeism, performance issues, etc
- Y. Support COO with special projects and workflow process improvements as needed.
- Z. Perform other duties as assigned to support AEE Companies.

II Additional Accounting Manager Duties:

- Administers and documents Work Order procedures and reviewing budgets
- Performs all Work Order procedures
- Analyzes and records AECA settlements monthly for NAF reports
- Analyzes and records NECA settlement monthly
- Reviews and assists billing with intercompany billing monthly
- Analyzes and prepares filing for Federal Excise tax qtrly
- Analyzes and prepares filing for RCC qtrly
- Analyzes and reconciles Carrier Access Billings monthly
- Maintains Fixed Assets, CPRs, and associated depreciation schedules monthly
- Oversees all payroll aspects, reviews, analyzes and approves,
- Analyzes and prepares monthly reconciliations for PTO, Holiday and Workers Compensation spreads
- Keep detailed reconciliation for insurance breakdown and spreading to subsidiary on monthly basis
- Prepare annual payroll distribution to be used for Cost Allocations
- Prepare CAM distribution and journal allocations to subsidiaries
- Prepare and analyze RUS 479 spread
- Prepare and analyze revenue submission for 499

- Annual Telergee Benchmarking data collection, preparation and submission
- Review, analyze, approve and occasionally perform all duties of Assistant Accounting Manager, Accounting Clerk-I with Purchasing Duties and Accounting Clerk-II
- Ongoing Analysis, preparation, and review ongoing various tasks as assigned by COO

Company Wide Duties and Responsibilities:

Health, Safety, Security:

Responsible for following policies and procedures related to health, safety and Security, identifying potential risks, communicating known hazards, and for acting responsibly regarding personal and co-worker health, safety and security

III Skills, Experience, and Education:

1. Demonstrated organizational, planning and communication skills Must be able to manage a full function accounting department and integrate with all of the departments in the Company.
2. Knowledge of GAAP and utility accounting. Be able to conform to Part 32 of the federal regulations that pertains to proper accounting process of telephone companies.
3. Have sufficient industry knowledge including an understanding the pooling environment and CABS process is required.
4. Demonstrated skills in a PC and mini-computer environment.
5. Have cash management skills to effectively invest cash funds.
6. Flexibility to handle multiple task, prioritize work, and adapt to change
7. Strong communications skills both verbal and written
8. Ability to work independently as well as within a team environment
9. Maintain an organized work environment
10. Effective interpersonal skills and the ability to assert oneself in a positive manner
11. Conduct self in a professional business like manner.
12. Pay close attention to detail, instructions, and schedules.
13. Strong desire for excellence in work product
14. Knowledge in the operation and use of a personal computer, copier, fax machine, postage meter, and adding machine
15. Must be able to read and write and perform basic math skills
16. Proficient in the use of spreadsheets, preferably Excel.

SUPERVISORY RESPONSIBILITIES

1. Directly supervises employees in the Accounting Department and delegates efficiently responsibilities to assistant manager and staff.
2. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
3. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Education and Training

3- Accounting Manager

Education: Bachelor's Accounting

Position Reporting Relationship

- C. The following positions report to you:
 - 1. All Accounting/Finance Department staff
- D. You report to the following:
 - 1. COO
- E. Internal Relationships (People with whom you interact):
 - 1. Employees and Managers within every department
- F. List External Reporting Relationships:
 - 1. Vendors
 - 2. *National Telephone Cooperative Association*
 - 3. Telcom

Assistant Accounting Manager-

This position is responsible for accurately performing all activities necessary to process payroll , including related and voluntary deduction reports, processing involuntary deductions such as levies and garnishments and reconciliation of all accounting transactions with full documentation of reconciliation process, documenting and updating procedures as needed, and preparing management reporting where necessary. Minimum education requirements include at least two-year s of payroll experience with a CPP designation preferred. An Associate's degree in Accounting or 3 to 5 years of related job experience in the accounting field in a supervisory or management position is also required. The Assistant Accounting Manager must possess a computer proficiency in a Windows environment, with experience using MS Office products, especially Excel. Individual must have good mathematical skills and pay close attention to detail

I. Duties and Responsibilities may include but are not limited to:

Payroll Duties:

- A.** Manage and guarantee bi-weekly disbursement of payroll, including garnishments, benefits and taxes for AEE's employees consistent with federal and state wage and hour laws
- B.** Ensure the processing of new hires, temporary workers, transfers, promotions and terminations in a timely manner
- C.** Critically review and analyze current payroll, benefits and tax procedures in order to recommend and implement changes leading to best practice operations.
- D.** Audit W4s, payroll balance sheets, YTD earnings etc. for reconciliation to general ledger information posted through payroll system for accurate time coding and labor and benefit cost accounting.
- E.** Work closely with HR and management in aligning and implementing a more sophisticated payroll and benefits system.
- F.** Ensure systems are set-up and updated to reflect current employee base, including wages, benefits, paid time off in line with company policies and practices.
- G.** Manage regular preparation of relevant reports including weekly, monthly, quarterly, and year-end reports (gross payroll, hours worked, PTO, tax deductions, benefit deductions to reconcile with IRS and state reporting as required by law.
- H.** Reconcile payroll tax reporting after each pay run to ensure accurate payments and filing requirements are met with taxing agency
- I.** Prepare quarterly tax filings and ensure timely payment of tax liabilities in a manner such that avoids penalties and interest for late or inaccurate filing information.
- J.** Reconcile payroll taxes to general ledger and submit journal entries for booking to general ledger
- K.** Reconcile cash activity to Payroll and tax filing information for accuracy and proper payment.
- L.** Reconcile Payroll reports from payroll system to 941s and W-2s
- M.** Reconcile labor and benefits reports from payroll system to general ledger accounts for labor and benefits.

- N. Keep abreast of changes in payroll tax rates and regulations that would affect deductions to employee's pay checks and company liability to taxing agencies.
- O. Take an active role in the coordination efforts between payroll, human resources, and accounting to ensure proper flow and maintenance of employee data (including preparation and distribution of reports for labor, overtime, paid time off, and retirement contributions)
- P. Assist with the administration of the electronic timekeeping system. Setup account coding for each employee's charges, and adherence to FLSA, monitor submissions of approved timesheets, and ensure valid data transfers to and from the payroll system to the general ledger.
- Q. Establish and maintain employee records, ensure that employee changes are entered correctly and made on a timely basis; review changes for proper authorization and adherence to policy including compliance with federal/state/local regulations

Assistant Accounting Duties:

- A. Assist the Accounting Manager with oversight of accounting staff and review of work product as assigned by Accounting Manager.
- B. Collect appropriate data and complete all monthly and quarterly tax reports necessary for compliance by all AEE companies with any federal or state regulatory body as requested by Accounting Manager.
- C. Make recommendations to the Accounting Manager regarding the accounting process or procedures for accounting department.
- D. Process approvals of all accounts payable and cash receipts batches created in Accounting Software as directed by Accounting Manager checking input for data entry errors in vendor information, account coding, or invoice amounts.
- E. Maintain Subsidiary CPRs and associated depreciation schedules.
- F. Assume supervisory responsibility for accounting staff as requested by Accounting Manager in his/her absence.
- G. Perform such other accounting, financial or administrative tasks as may be required from time to time by Accounting Manager and COO.

Detailed Duties for Assistant Accounting Manager:

Payroll

- Process payroll semimonthly.
- Calculate pay estimates for special payrolls. (Final pay, bonuses, etc)
- Supply PTO balances for leave requests. Keep track of leave requests and overtime authorizations.
- Calculate payroll taxes and tie to payroll reports
- Make all tax payments, 401K payments, and other benefit payments
- Prepare and file quarterly and year-end payroll tax reports including W-2's.
- Reconcile payroll liability, labor, and benefit accounts each month
- Reconcile employee earnings and deductions to year to date.
- Prepare and enter journal entries to distribute labor and benefits to subsidiaries
- Prepare payroll distribution reports to be used by accounting manager to reconcile and record accrued leave and workers compensation insurance.
- Prepare spreadsheet to distribute labor and benefits to work orders.

- Assist HR with keeping employee files up to date and with unemployment, child support, and benefit records and reporting.
- Prepare all required NTCA Group Health Insurance and 401K reporting, surveys, and audits.

Accounts Payable

- Train accounts payable clerk and oversee accts payable duties.
- Review payable batches for accuracy which includes checking for proper account coding per Part 32.
- Approve batches for posting in payables.
- Overall responsibility for all accounts payable functions.
- Prepare and enter journal entries to record intercompany payables to subsidiaries.

Depreciation/CPRS

- Add new additions to the CPR list and Depreciation schedule for the subsidiaries
- Make necessary journal entries to reclassify fixed assets from clearing accounts to the correct plant account.
- Calculate and record depreciation expense for the subsidiaries each month.
- Update CPR and depreciation books.
- Responsible for making sure CPR'S include all necessary paperwork.

Inventory

- Keep inventory records for all three companies.
- Calculate cost plus mark up to determine retail price on new inventory items purchased.
- Record cost of goods sold for sales and removal of items from inventory.
- Reconcile physical counts to accounting records.
- Work with Customer Service to ensure all merchandise sold is properly recorded and expensed from Inventory

Miscellaneous/Other

- Complete Part 32 spreads for Motor Vehicles, Work Equipment, Provisioning, and Plant Operations.
- Review general ledger activity of General Support Expense and Customer Operation accounts for accuracy.
- Prepare Intercompany Eliminations spreadsheet to support audit work paper to be summarized at year end.
- Prepare all payroll related audit work papers as well as other work papers assigned by accounting manager
- Assist accounting manager with data collection and analysis as needed for required reporting
- Supervise accounting staff as requested by the accounting manager in his/her absence.

Company Wide Duties and Responsibilities:

Health, Safety, Security:

- A. Responsible for following policies and procedures related to health, safety and security, identifying potential risks, communicating known hazards, and for acting responsibly regarding personal and co-worker health, safety and security

II. Skills, Experience, and Education:

Skills.

1. Flexibility to handle multiple task, prioritize work, and adapt to change
2. Strong communications skills both verbal and written
3. Ability to work independently as well as within a team environment
4. Maintain an organized work environment.
5. Effective interpersonal skills and the ability to assert oneself in a positive manner
6. Conduct self in a professional business like manner.
7. Pay close attention to detail, instructions, and schedules.
8. Strong desire for excellence in work product
9. Knowledge in the operation and use of a personal computer, copier, fax machine, postage meter, and adding machine
10. Must be able to read and write and perform basic math skills
11. *Proficient in the use of spreadsheets, preferably Excel.*

Education: Bachelor's in Accounting

III. Position Reporting Relationship

The following positions report to you:

1. Accounting staff upon direction of Accounting Manager

You report to the following:

2. Accounting Manager

Internal Relationships (People with whom you interact):

3. Employees and Managers within every department

List External Reporting Relationships:

4. Vendors
5. National Telephone Cooperative Association
6. Customers
7. NECA

Accounting Clerk-II:

This position is responsible for accurately maintaining all or a significant portion of Adak Eagle Enterprises, LLC accounts and accounting records as assigned by Accounting Manager. Maintains general and subsidiary ledgers and prepares general journal entries with documentation to provide audit trail for financial transactions to be entered into the general ledger. To examine a variety of financial transactions for completeness, internal accuracy and conformity with established accounting classifications. Minimum education requirements include a two-year Associates degree in Accounting or equivalent work experience and must possess a computer proficiency in a Windows environment, with experience using MS Office products, especially Excel. Individual must have good mathematical skills and pay close attention to detail.

- I. **Duties and Responsibilities may include but are not be limited to:**
 - A. Compiles and analyzes financial information to prepare entries to accounts for Adak Eagle Enterprises, LLC and its subsidiaries.
 - B. To support the Accounting Manager in carrying out the responsibilities for the Finance/Accounting Department.
 - C. To relieve the Accounting Manager of certain responsibilities that will allow them to spend a greater portion of their time on Financial Statement preparation and analysis, Budget and Variance issues and Forecasting.
 1. Prepare entries to general ledger accounts to include proper documentation of the nature of the business transactions.
 2. Accurately code and enter information into the accounting software where appropriate
 3. Maintain vendor folders for all invoices and check copies
 4. Process quarterly reports as directed by Accounting Manager.
 5. Maintain general ledger account for accuracy and verification of month end balances as assigned.
 6. Analyzes financial information detailing assets, liabilities, and capital as assigned
 7. Acquires full understanding of and applies Part 32 Accounting Principles.
 8. Acquires basic understanding of the principles behind NECA pooling.
 9. Audits contracts, orders, and vouchers, for correctness
 10. Prepares reports to substantiate individual transactions prior to year end for proper close and audit completion
 11. Participates in the modification of documents, and implementation of accounting systems and accounting control procedures as directed by Accounting Manager.
 - D. Makes recommendations to the Accounting Manager regarding the accounting process or procedures for reserves, assets, and expenditures
 - E. May collect appropriate data and prepares federal, state, and local reports and tax returns.
 - F. Verify that the general ledger balances and billing registers are reconciled and accurately recorded in the general ledger
 - G. Ensure all entries are written accurately and submitted for entry in a timely manner as to support month-end or year-end closing process
 - H. Verify accuracy of financial transactions for review by Accounting Manager
 - I. Some overtime may be required as circumstances dictate.
 - J. Perform Inter-company reconciliations and settlements between Adak Eagle Enterprises, LLC and its Subsidiaries

- K. Actively participate in cross training opportunities and take on job responsibilities of individuals that are absent as appropriate.

Detailed Duties Outline for Accounting Clerk-II:

The following functions are performed for all subsidiaries – ATU, WCC, WCB, and ACV

Each company has multiple bank accounts and credit cards.

ATU – 3 bank accounts 2 credit cards	WCC – 1 bank account 2 credit cards
ACV – 2 bank accounts 2 credit cards	WCB – 2 bank accounts 3 credit cards

Monthly reconciliation of general ledger accounts

1. Print Bank Statements (4)– Daily –login to website to print statement needed to monitor daily activity
2. Print Bank Statements (4)– Monthly – needed to verify EOM totals
3. Print Credit Card Statement (4) – Daily – login to website to print statement and verify amount posted to credit card. Post daily credit card charges to keep a current available card balance Monitor credit card activity.
4. Print Credit Card Statement (4) - Monthly – reconcile credit card statements to general ledger trial balance.
5. Deposit Procedures (4)– Daily – input cash receipt transaction into system that may or may not be a customer payment.
6. EFT (Electronic Funds Transfer) Debit Transactions (4) – Daily – post withdrawals and verify their legitimacy
7. EFT (Electronic Funds Transfer) Credit Transactions (4) – Daily – post payments and disburse information to the appropriate personnel.
8. Daily Bank Reconciliation (4) – post daily bank transactions and reconcile bank general ledger balance to actual bank balance. Fill out daily bank reconciliation sheet for appropriate personnel to view.
9. Monthly Bank Reconciliation (4)– reconcile bank statement to general ledger trial balance
10. Reconcile Accounts Payable (4)– Monthly – reconcile account payables to general ledger trial balance
11. Manuel Payments (3) – Daily - apply EFT debits to pending payables.
12. Invoices (4)– Periodically – create invoices for equipment rentals. Mail invoices to vendors for payment.
13. Post Accounts Receivable (1) – Daily – post payments for equipment rental or other services. Reconcile accounts receivable general ledger trial balance account.
14. Monthly to Do List (4) – Monthly – record the EOM balances for all trial balance accounts and all expense accounts, on a monthly spreadsheet
15. Cash and Check Manual Deposits (4) – Periodically – fill out a deposit slip and stamp back of check/money order for bank deposit.
16. Electronic RUS (Rural Utilities Service) Payments (1) – Monthly - Schedule and post RUS payment.