

JOIN OUR TEAM

WE'RE GROWING!

Are you PASSIONATE about doing it right the first time? Do you CARE about the details? Are you a team player who likes to LEARN new things? Do you CRAVE an environment of collaboration and enthusiasm? Are you SELF-MOTIVATED? If this sounds like you, we would love to talk to you!

All West Communications is a telecommunications company providing Digital TV, High Speed Internet, and Digital Phone service to the Greater Wasatch Back, Evanston, and Rock Springs, WY areas. We offer an unparalleled work environment, with an efficiency and team environment of a smaller, more adaptable, privately owned company.

Responsibilities:

- Process accounts payable
- Perform banking functions
- Maintain Directory and 911 systems
- Assist with reporting and administrative tasks

Tasks Include:

- Receiving the mail
- Coding bills
- Procuring signatures and approval for payments
- Filing invoices
- Processing content providers' bills
- Preparing various financial and general reports
- Working with county departments to ensure 911 records are correct and reported correctly

Requirements:

- High School Diploma or equivalent
- 1-2 years accounts payable experience, strongly preferred
- Experience with MS Office, strongly preferred

What's in it for you? We offer the traditional medical, dental, life, PTO, 401K and FSA benefits. But we think you'll like our perks even more. Here are just a few:

- Live in our service area? No cost telephone, internet and TV offerings
- 10 company-paid holidays
- Fitness and tuition reimbursement
- Tickets to area high school, college and professional sporting events and more!

All West is a drug free workplace, conducting pre-employment and random drug testing.

