

ONESTREAM NETWORKS, LLC
JOB DESCRIPTION

Job Title: Accountant
Department: Finance
Reports To: Controller

SUMMARY: This position is responsible for accounts receivable and payable activity, general ledger, cash flows, collections, and maintaining records.

ESSENTIAL REQUIREMENTS: Requires strong communication, analytical, organization, and problem solving skills. Must be able to work in a fast-paced environment, meet deadlines and prioritize workload.

DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Accounts Receivable:

- Enter cash receipts (billing and accounting system) and daily banking information, file check remittance stubs and bank receipts.
- Make deposits at bank as needed.
- Answer accounts receivable phone inquiries and follows up.
- Update cash flow report.
- Update aging forecast.
- Upload customer invoices after each bill cycle.
- Issue management reporting for Accounts Receivable and analyze variances.
- Create and maintain process documentation.

Credit & Collections:

- Perform accounts receivable collection calls, issue past due and disconnect notices.
- Ensure customer payments are in accordance with payment terms.
- Issue management reports on past due accounts.
- Work with Sales & Finance to develop and manage credit check process, and new customer on-boarding.

Accounts Payable:

- Verify invoices against purchase orders, code, and post.
- Research invoice and purchase order discrepancies.
- Obtain approval on invoices.
- Answer all vendor inquiries and analyze vendor accounts.
- Prepare accounts payable checks.
- Print all accounts payable reports and maintain all accounts payable files.
- Update cash flow report.
- Reconcile corporate credit cards and post.
- Issue appropriate tax exempt certificates.

ONESTREAM NETWORKS, LLC
JOB DESCRIPTION

- Set up new vendors and maintain vendor files.
- Issue management reports, analyze variations and provide written explanation for variances.

General Ledger:

- Perform month-end closing for accounts receivable and accounts payable, generate reports.
- Perform monthly general ledger account reconciliations as assigned.
- Prepare and record journal entries as required.
- Assist with review of financial statements to budget with analysis of various expense accounts.
- Assist with bank audits and independent accountant services as needed.
- Willingness to serve on cross-functional teams.

Other:

- Work with Finance team on strategic initiatives including implementation, documentation and reporting of goals.
- Work with Finance and Operations on projects as assigned.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Candidates must demonstrate the following:

- Strong analytical problem solving and decision-making skills required.
- Demonstrated organizational, facilitation, negotiation, and communication skills.
- Ability to work independently on multiple assignments with exceptional attention to detail required.
- Must be self-motivated and highly adaptable to change.
- Must possess a high level of self-initiative, drive and motivation, along with organizational skills.
- Must be able to effectively communicate across all departments throughout the organization from highly technical development staff to executive levels.
- Must possess the ability to work well in a fast-paced, changing environment. Must be able to establish and maintain cooperative working relationships with customers, peers and third party vendors.

COMPUTER SKILLS

- Proficiency in MS Office Products (Word, Excel, Power Point & Access) and Internet applications.
- Ability to learn company specific proprietary software systems.

ONESTREAM NETWORKS, LLC
JOB DESCRIPTION

LANGUAGE SKILLS

- Knowledge and proficiency in interpreting pricing components and contractual agreements.
- Ability to speak effectively to customers or employees and respond to questions and inquiries as they relate to the various accounting functions.
- Ability to read and interpret documents such as service agreements, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, and to apply concepts of basic algebra.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several variables.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B.S.) from a four-year college or university; or 4 years of related experience and/or training; or equivalent combination of education and experience

CERTIFICATES, LICENSES, REGISTRATIONS

None required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must frequently lift and/or move up to 25 pounds.

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.

The noise level in the work environment is usually moderate.