

## About OneSource Communications

OneSource Communications is a leading provider of blazing-fast internet, flagship cable TV, and reliable telephone services since 1998. We own an extensive fiber optic network and associated network equipment that enables us to provide a variety of services to business and residential customers including fiber to the home, fiber transport, cable TV, cable internet, mission critical voice and local service.

## Job Summary

The accounting specialist is responsible for maintaining the accuracy of the company's accounts receivable records. This position will ensure that all payments are entered timely and documented correctly and will work with customers and management to resolve any billing issues. The accounting specialist is also responsible for various tasks related to the billing cycle. These include resolving discrepancies between invoices and payment receipts, preparing invoices and other billing documents, and maintaining accurate customer records. The accounting specialist must also be able to effectively communicate with customers and management in order to resolve any billing issues. The ideal candidate for this position has excellent customer service skills, is proficient in computer usage, and has at least one year of experience in an accounts receivable role.

## Job Duties and Responsibilities

Duties include but are not limited to:

- Follow the company's mission, ethics, and values in every work task and business interaction
- Provide support in optimizing financial transactions and systems by performing reconciliation of payments and customer accounts
- Communicate discrepancies to management team, identify past-due accounts and recommend collection
- Strengthen and grow relationships with clients by providing appropriate communication
- Provide guidance in identifying and implementing efficiencies in processes and procedures
- Exercise integrity and confidentiality in financial reporting, and ensure federal, state, and local financial compliance and requirements
- Process incoming payments and allocate accurately
- Maintain accounts receivable records to ensure aging is current, credits and collections are applied, and differences are cleared
- Perform daily cash management duties, including the recording of bank deposits, updating and distribution of cash receipt logs, and posting to ledger
- Monitor and collect accounts receivable by contacting customers
- Generate financial statements and reports
- Support accounting and finance team members with department needs
- Perform other various duties and projects as needed

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

## Knowledge and Skills

- Solid understanding of accounting, fair credit practices, and collection regulation
- Proven ability to calculate, post and manage accounting figures and financial records
- Proficient in Microsoft Office and accounting software
- Data entry skills along with a proficiency in calculations
- A high degree of accuracy and attention to detail
- Excellent communication and problem-solving skills
- Excellent time management skills

## Education and Experience

- Associate degree in accounting, finance, or a related discipline
- Minimum of one year experience in accounts receivable

## Reporting Relationships

- Title of Supervisor: Chief Financial Officer

## Travel Requirements

The role is based in Keller, TX. Very limited travel is expected for this role.

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