

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 Controller is responsible for the accurate and timely recording and reporting of financial position. The role involves strategic oversight of internal reporting protocols, cash management, A/R and collections management, development of and adherence to Internal Controls, and ensuring appropriate accounting practices and policies. The individual will also be responsible for managing relationships with outsource vendors.

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
- Prepare timely and accurate segment and consolidated financial statements, as well as financial and business performance information for executive management
- Oversee corporate accounts, ledgers and reporting systems, ensuring compliance with appropriate GAAP and regulatory requirements
- Oversee the effectiveness of the company's accounting internal controls. Maintain a system of policies and procedures that impose adequate level of control over financial activities
- Work with executive management to drive the annual budget process and quarterly updates
- Lead customer billing and A/R collection efforts, including collections activity coordination with customer service team
- Ensure that sufficient funds are available to meet ongoing operational and capital investment requirements. Forecasts, monitors and tracks cash flow (i.e., weekly, monthly, quarterly), including identifying and evaluating actual to forecast variances
- Advise management on the liquidity aspects of its short- and long-range plans
- Responsible for timely reporting of financial information as needed by employee benefits broker, 401K plan manager
- Drive a culture that structures and aligns accounting strategy with the growth plans of the company
- Develop and maintain relationships with internal and external business partners while offering unsurpassed customer service
- Manage third-party providers as it relates to Billing and Payroll vendors

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

- Excellent technical accounting skills. Extensive knowledge of US GAAP
- Excellent knowledge of functions and systems for internal controls, internal & external reporting, and audit processes
- Experience managing and leading teams
- Experience with NetSuite a plus
- Working knowledge of current accounting and data analytic technologies
- Strong business acumen and problem solving skills
- Demonstrated ability to drive business initiatives
- Strong attention to detail, demonstrated integrity and professionalism
- Ability to multitask and prioritize diverse tasks with a proven ability to meet hard deadlines
- Strong communication and presentation skills to all levels including executive management and senior executives at outside relationships

Education and Experience

- Minimum of 5 years of relevant financial experience
- Bachelor's degree required

Certifications or Licenses

- Certified Public Accountant (CPA) designation required

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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