

## OneRain Incorporated – Job Description

**Title:** Accounting Manager  
**Reports to:** Chief Financial Officer  
**Location:** Longmont, Colorado  
**Job Type:** Full-time  
**Salary:** Commensurate with experience

### Job Summary

OneRain Incorporated is in search of an experienced Controller to support all financial and accounting functions including human resource management. OneRain Incorporated is a dynamic company which is involved within the environmental monitoring domain and specializes in providing real-time data and services. This is an excellent opportunity for a business professional who thrives in a busy work place and enjoys working closely with senior management.

### Duties and Responsibilities:

- Responsible for all company payments, including taxes, leaseholds and contracts.
- Conducts general ledger account analysis, reconciliation and corrections.
- Indirectly supervises and provides direct daily support to A/P, A/R and billing functions.
- Solves accounting/system problems for customer service, purchasing, and production via internal audits and regular monitoring.
- Assists external auditors with worker's compensation, liability insurance and property taxes.
- Sets payroll, month-end and year-end schedules.
- Responsible for company cash management, including cash reconciliations.
- Supports administration of 401(k) and benefits programs.
- Recommends modifications to existing company programs.
- Prepares reports which summarize and forecast company business activity and financial position in areas of income, COGS, expenses based on past, present and expected operations, including monthly financial statement preparation, and journal entry review.
- Advises management about insurance coverage for protection against property losses and potential liabilities.
- Directs determination of depreciation rates to apply capital assets.
- Advises management on desirable operational adjustments due to tax code revisions.
- Arranges and prepares for audits of company's accounts.
- Prepares reports required by regulatory agencies.
- Supervisory responsibilities in accordance with the organizations' policies and applicable laws which can include interviewing, hiring, training employees, planning, assigning and directing work, appraising performance, rewarding and disciplining employees, address complaints and resolving problems.

### Knowledge, Skills and Abilities:

- Analytical – which includes the ability to collect and research data, ability to use intuition and experience to complement data.
- Problem Solving – ability to identify and resolve problems in a timely manner, able to gather and analyze information skillfully with the ability to provide alternative solutions.



#### HEADQUARTERS

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Longmont, CO 80504

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303.774.2033

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[information@onerain.com](mailto:information@onerain.com)

- Project Management – ability to develop and create project plans, including project plan implementation, communication regarding changes, status and budgets.
- Technical Skills – ability to assess one’s own strengths and weaknesses, desire to continuously build knowledge and skills.
- Interpersonal skills – ability to focus on solving conflict and not blaming. Maintains strict confidentiality, listens to others without interrupting, keeps emotions under control.
- Oral communication – ability to speak clearly and persuasively in positive or negative situations, responds well to questions, demonstrates group presentation skills.
- Written communication – ability to write clearly and informatively, edits work for spelling and grammar. Able to present numerical data effectively as well as interpret written information.
- Teamwork – ability to balance team and individual responsibilities, exhibits objectivity and openness to others’ views, ability to support everyone’s efforts to succeed.
- Visionary Leadership – Displays passion and optimism, inspires respect and trust, provides an inspiration to peers and subordinates.
- Change Management – ability to create workable implementation plans, communicates changes effectively, ability to build commitment and overcomes resistance.
- Delegation – ability to delegate work assignments, sets expectations and monitors activities.
- Managing People – includes staff planning, responsibility for subordinates’ activities, ability to develop subordinates’ skills and encourages growth, fosters quality focus in others.
- Business acumen – able to understand business implications of decisions.
- Mathematical skills – ability to use mathematical concepts such as probability and statistics, ability to apply concepts such as amortization, depreciation, fractions, percentages, and ratios.

**Credentials and Experience:**

- Bachelor’s Degree (B.A) in Business Administration with an Accounting/Finance concentration or equivalent degree.
- Ten years or more of related experience including AR, A/P, payroll, human resources and customer service.
- Solid understanding of IT/ERP interface with finance functions; or equivalent combination of education and experience.
- Solid understanding of inventory systems, including controls and costing.
- Solid understanding of and ability to apply and coach others on accounting principles such as G/L, double-entry accounting and GAAP compliance.
- Experience understanding HR/payroll systems including state and wage laws. ADP, Employee Navigator and TSheets a plus.

If you are interested in applying for this position at OneRain, please e-mail, or mail your cover letter and résumé using the information provided below. When submitting your résumé, please reference the job title as it is described here.

**No phone calls or faxes please.**



**E-mail**

[resumes@onerain.com](mailto:resumes@onerain.com)

**Mail**

Attn: Human Resources  
OneRain Incorporated  
1531 Skyway Drive, Unit D  
Longmont, CO 80504

**Equal Opportunity Employer**

OneRain Incorporated is an Equal Opportunity Employer. It is the policy of OneRain Incorporated to provide a fair and equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. OneRain's commitment to equal opportunity is applied through every aspect of the employment relationship, including, but not limited to, recruitment, selection, placement, training, compensation, promotion, transfer, termination, and all other matters of employment.