

## OneRain Incorporated – Job Description

**Title:** Staff Accountant  
**Reports to:** Accounting Manager  
**Location:** Longmont, Colorado  
**Job Type:** Full-time, Salaried Position  
**Compensation:** \$48,000 - \$65,000

### Job Summary

The staff accountant provides entry-level administrative and financial support services and will work closely with other company personnel, vendors, and customers.

### Duties and Responsibilities:

- Organizes and updates financial records
- Accounts payable entry, which includes vendor management and 1099 processing
- Monitors accounts receivable and collections
- Performs general bookkeeping and organizes financial forms, documents, and receipts
- Processes customer invoices
- Performs customer payment deposits and applies to customer accounts
- Performs bank account and credit card reconciliation within specified timeframe and resolves all outstanding items in a timely manner
- Posts journal entries and reconciles general ledger accounts as necessary
- Assists Accounting Manager with month-end closing process
- Performs ad-hoc data queries as requested

### Knowledge, Skills and Abilities:

- Ability to identify problems, review related information, develop, and evaluate options and implement solutions
- Intermediate Excel skills required – ability to create formulas (including V-lookups a plus)
- Strong mathematical and analytical skills
- Understanding of US GAAP
- Must be able to sit at a desk for long periods of time. Work may involve bending, stooping, kneeling, reaching, and climbing stairs. Occasional lifting of up to 20 lbs. may be required

### Credentials and Experience:

- Associates degree in accounting or finance; Bachelor's degree preferred
- At least two years' experience in accounting or related field
- Previous experience with QuickBooks preferred
- Experience with database, spreadsheet, and word processing software

Compensation is based upon experience and qualifications.

Benefits available to full time employees include: Medical, dental, vision, 401k and paid time off.

If you are interested in applying for this position, please e-mail, or mail your cover letter and résumé using the information provided below. When submitting your résumé,



HEADQUARTERS  
1531 Skyway Drive  
Unit D  
Longmont, CO 80504

800-758-RAIN  
303.774.2033  
Fax: 303.774.2037  
www.onerain.com  
information@onerain.com

please reference the job title as it is described here. Internal applicants should submit a letter of interest to Human Resources.

**No phone calls or faxes please.**

**E-mail**

[hr@onerain.com](mailto:hr@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.