



Job Title: ACCOUNTS RECEIVABLE and PAYABLE
Job Type: Regular, Full-Time **FLSA Status:** Non-Exempt
Department: Accounting **Location:** Houston, TX
Reports to: Controller
Direct Reports: None
Indirect Reports: None

JOB SUMMARY / OVERVIEW

The Accounts Receivable and Payable position is responsible for the processing and payment of invoices as well as ensuring the company receives payments for goods and services by properly recording transactions and resolving discrepancies according to established policies and procedures in an efficient, timely and accurate manner. Daily responsibilities include preparation and maintenance of accounting reports, responsible for the monthly payables and receivables, maintaining accounts payable and receivable records, contract pay, preparation of audits and other related duties.

ESSENTIAL JOB FUNCTIONS

- Provide financial, administrative, and clerical services in order to ensure effective, efficient, and accurate financial and administrative operations.
- Process, verify and post details of business transactions.
- Scans customer and vendor invoices into server and link scanned images to SAP source document.
- Process payments to vendors and monitor payments received from customers.
- Carry out billing, collection and reporting activities according to specific deadlines.
- Monitors accounts payable to ensure that payments are up to date; codes and inputs data (e.g., inventories, cash collections) for forwarding to the corporate office and inclusion in the company's financial reports.
- Verify that transactions comply with financial policies and procedures.
- Balance daily A/R and A/P open items; monitor customer and vendor aging schedules; prepare and distribute reports as directed.
- Maintain files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices
- Ensure the strict confidentiality and privacy of financial records as they relate to the organization and its clients.
- Reconcile client account details for non-payments, adjustments, delayed payments and other irregularities.
- Monitors vendor calls and e-mails on a daily basis; checks status of invoices in SAP, and corresponds with vendors;
- Collect revenue by diplomatically interacting with clients to provide billing information and support in order to facilitate swift payment of invoices due to the organization.
- Investigate and resolve client queries, and ensure that all important issues are solved even in case clients can release or hold their orders due to the financial condition of the account.
- Establish and maintain effective communication and coordination with relevant company personnel and with management.



- Present a professional image at all times to clients and vendors and maintain a positive reputation of the company.
- Follow all relevant company policies and procedures.
- Assists other Departments and other administrative personnel as necessary.
- Perform other tasks as assigned.

QUALIFICATIONS

LICENSES, CERTIFICATIONS, AND/OR REGISTRATIONS

- None required

EDUCATION, EXPERIENCE, AND/OR TRAINING

- High school diploma or equivalent required.
- Associate degree; or equivalent from a two-year college or technical school required two (2) years or more of related experience and/or training; or five (5) years or more of related experience and/or training.

KNOWLEDGE, SKILLS, AND ABILITIES

- Accounting—must have general knowledge of basic accounting principles and practices, as well as thorough knowledge of applicable accounts receivable/general ledger systems and procedures, financial chart of accounts and company procedures.
- Arithmetic—the position requires the knowledge of mathematical computations such as percentages, fractions, addition, subtraction, multiplication and division accurately.
- Administration and Management – Knowledge of business and management principles involved in strategic planning, resource allocation, production methods, and coordination of people and resources.
- Computer skills—the ability to operate computerized accounting and spreadsheet programs, as well as working with e-mail at a highly proficient level. Experience with SAP preferred.
- Teamwork—the position requires working well in a team environment, and able to work with a diverse group of people.
- Customer service—the position manages difficult client/client situations, responds promptly to client needs, solicits client feedback to improve service, responds to requests for service and assistance and meets commitments.
- Dependability—the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
- Quantity—meets productivity standards and completes work in a timely manner.
- Detail-oriented—minimizes errors and recognizes errors made by others.
- Problem solving—the individual identifies and resolves problems in a timely manner, gathers and analyzes information skillfully.
- Critical Thinking—ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Planning/organizing—the individual prioritizes and plans work activities and uses time efficiently.
- Adaptability—the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- Confidential—the position requires discretion, because they frequently come in contact with confidential material.



SPECIAL REQUIREMENTS

TOOLS / EQUIPMENT

- Computer
- Copy Machine
- Scanner
- Telephone system

SOFTWARE

- Proficiency in Microsoft Office, including Excel, Word, and Outlook required.
- SAP

PHYSICAL

- Ability to lift 20 lbs. occasionally.
- Ability to sit for prolonged amounts of time required.
- Ability to effectively communicate through various means required.

ENVIRONMENTAL

- Majority of work is performed within an office environment, including office equipment – such as computers, telephones and copiers.
- Requires passing by industrial equipment on way to office.
- Noise levels are typically moderate.

WORK SCHEDULE

- Monday – Friday between 8:00am – 4:30pm.
- May work longer hours to meet deadlines as necessary.

TRAVEL

- Less than 10% of the time.

DISCLAIMER

This is not necessarily an exhaustive list of all responsibilities, skill, tasks, requirements, efforts, or working conditions associate with the job. While this is intended to be an accurate reflection of the current job, OCI GP, LLC reserves the right to revise or change job duties and responsibilities as business needs arise. In compliance of EEOC regulations, if the employee cannot perform the essential functions of this position in a satisfactory manner, further accommodations shall be made if it does not constitute undue hardships upon this organization.

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