



JOB DESCRIPTION

Job Title:	Accounts Payable/Accountants Receivable Specialist
Department:	Finance & Accounting
Position Reports to:	Assistant Controller
FLSA Status (Exempt or Non-exempt):	Non-exempt

POSITION SUMMARY:

Responsible for activities in the payable/receivable function. Maintain customer files, billing activity, collection, and account reconciliations. Assists to ensure timely payment of vendor invoices, expense vouchers and maintains accurate records.

ESSENTIAL FUNCTIONS:

- Perform day to day financial transactions including verifying, classifying, computing, posting and recording accounts receivable data.
- Deposit/Post all payment to the correct A/R account
- Apply payments to A/R invoices per customer's remittance advice.
- Monitor all aged AR and work with cross function teams to resolve any issues.
- Prepare and send billing invoices to customers.
- Reconcile billing accounts with accounts receivable ledgers to ensure that all payments are accounted for and properly posted.
- Verify discrepancies and resolve client billing issues.
- Facilitate prompt payment of invoices by sending bill reminders and making collection calls.
- Charge expenses to accounts and cost centers by analyzing invoice/expense reports; recording entries.
- Pay vendors by monitoring discount opportunities; verifying federal id numbers; scheduling and preparing checks; resolving purchase order, contract, invoice, or payment discrepancies and documentation.
- Verify proper general ledger classification for expense reports.
- Other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES:

Education and/or Experience

- Undergraduate degree in Accounting Preferred
- Two years of related AP/AR experience
- Microsoft NAV experience a plus

Other Competencies and Requirements

- Ability to manage large amounts of data and be able to synthesize it in Executive summaries pointing out key variances or areas of focus.
- PC proficiency with advanced MS Office skills, most importantly in Excel (Pivot Tables, VLOOKUP, Macros, etc.)
- Excellent organizational skills with the ability to work under pressure and prioritize workload
- Exceptional written, oral, interpersonal, and presentation skills
- Strong attention to detail and analytical orientation
- Customer Service

WORKING CONDITIONS: Climate controlled office environment during normal business hours. May be subjected to inclement seasonal weather conditions if position calls for traveling to/from various locations.

Hours: Adhere to scheduled work times. Flexibility, additional hours and weekends may be required to meet business needs.

Position Location: Corporate location – Safety Harbor, FL

Disclaimer

The preceding job description has been designed to indicate the general nature of work performed; the level of knowledge and skills typically required; and usual working conditions of this position. It is not designed to contain, or be interpreted as, a comprehensive listing of all requirements or responsibilities that may be required by employees in this position.

Equal Opportunity, Affirmative Action Employer

Bay4 Energy Services, LLC is an Equal Opportunity, Affirmative Action Employer. We will not discriminate unlawfully against qualified applicants or employees with respect to any term or condition of employment based on race, color, national origin, ancestry, sex, sexual orientation, age, religion, physical or mental disability, marital status, place of birth, military service status, or other basis protected by law.

It is essential for us to work in an atmosphere of friendly cooperation; it is your responsibility to:

- Ask your direct supervisor for an explanation of anything you do not understand.
- Attend orientation class and any training sessions when required.
- Read your job description and Employee Handbook if applicable; sign any required acknowledgment documents and return to Human Resources.
- Ask any questions about these items as well as any information given to you at meetings and through individual or group instructions, which will assist your understanding of this position.

I have read and understand that this is not an employment agreement or a contract. Management has the exclusive right to alter the scope of work within the framework of this job description at any time without prior notice.

Signature: _____ **Date:** _____

Print Full Name: _____