



Summary:

We are looking for a Senior Accounts Payable Specialist to support a range of general staff accounting tasks but will be primarily responsible for accurate data/invoice matching to ensure on time payments through reconciliations and professional communication with vendors and suppliers in our Irving, Texas office.

Principle Duties and Responsibilities:

Responsibilities include, but are not limited to:

- Provide effective internal and external customer service
- Promotes and demonstrates a commitment to quality and timely processing of assigned Accounts Payable tasks.
- Works proactively with vendors and internal personnel to resolve disputes
- Processes and matches supplier invoices with appropriate work order/ purchase order
- Follows up on aged AP items as directed by management
- Understands the general accrual process and General Ledger terminology.

Knowledge and Skills:

- Bachelor's degree in Accounting or equivalent combination of education and experience.
- Strong computer skills (MS Office suite).
- 5 years of AP experience in the oil and gas industry
- Strong personal computer and business solutions software skills
- Team player and works well with others.
- Self-motivated and able to work with little supervision.
- Strong interpersonal communication with team members, vendors and all levels of management
- Detail oriented, professional attitude, reliable