



JOB TITLE: Staff Accountant

BASIC FUNCTION:

Primarily responsible for the accounts payable functions as well as additional general accounting functions for the Emkey Group. Responsibilities may also include daily administrative tasks and projects as assigned. The position reports directly to the Assistant Controller.

ESSENTIAL FUNCTIONS:

1. Daily processing and distribution of mail.
2. Supervise and manage Accounts Payable for 6 divisions, currently; EmKey Energy, Mid American Natural Resources, EmKey Gas Processing, EmKey Gathering, EmKey Transportation and Nucomer Energy
 - a. Daily - stamp invoices when received
 - b. Daily - coding and booking of invoices received – QuickBooks and SherWare accounting software. Invoices for the prior month booked by the 25th of the month.
 - c. Daily - print out transaction confirmations for outgoing wires and ACH payments from Amegy and Northwest Savings Bank websites, and apply those payments in accounting systems
 - d. Monthly – Obtain receipts and coding by 25th of the month for credit card charges
 - e. Weekly - obtain division manager and supervisor approval on all invoices
 - f. Print checks out of QuickBooks and SherWare as needed, mail payments
 - g. Scan and attach invoices to vendor accounts in QuickBooks after payment is issued
 - h. Attach payment support to invoice
 - i. File all paper documents in vendor files and produce support when requested
3. Verify account status when statements are received, and initial before filing
4. Maintain vendor and customer accounts in accounting systems and paper files.
5. Obtain and maintain W-9 forms for all vendors with accurate status in accounting systems.
6. Respond within 24 hrs. to inquiries from vendors regarding account updates and status.
7. Track intercompany charges, copy invoices and submit schedule to supervisor by 15th of the month.
8. Track project costs and compare invoices to purchase orders and communicate discrepancies with project supervisor
9. Primary contact for Department Managers, Supervisors and vendors regarding all Payable issues
10. Audit support; providing paperwork from files and other departments.
11. Other duties that become evident to the position or requested by their supervisor.

SKILLS AND ABILITIES:

Desire and ability to grow with our company.

Detail oriented, accurate, strong organizational and interpersonal skills and a customer service focus.

Ability to manage priorities, meet deadlines and work independently.

Flexible to a changing environment.

Ability to operate a computer and knowledge of computer applications.

QUALIFICATIONS:

Minimum Associates degree in accounting Bachelors desired.

5 years office setting experience in accounting or bookkeeping.

Knowledge of QuickBooks and Microsoft Office applications.

PHYSICAL QUALIFICATIONS:

Sitting 6-8 hours a day. Manual keying and data entry due to use of computer equipment. Occasional lifting 0-20 lbs.