



**Job Title:** Accounts Receivable Billing Specialist

**Division:** Corporate

**Location:** Houston, TX

**Reports to:** ECT Accounting Supervisor

**FLSA Classification:** Non-Exempt

## **JOB DESCRIPTION**

### **Summary/Objective**

The Accounts Receivable Billing Specialist will be responsible for performing invoicing activities for all clients in the Energy Chemistry Technologies ("ECT") segment of the company. This position reports to the ECT Accounting Supervisor and is based in Houston, Texas.

### **Essential Functions**

- Generate and send out invoices to all clients in a timely manner.
- Process related credit memos.
- Perform uploads into various invoicing portals and support any inquiries related to E- Invoicing.
- Contact various freight companies to obtain relevant information for invoices.
- Correspond with field personnel to obtain approved electronic field tickets from the client.
- Work seamlessly with client fulfillment on invoicing activities to ensure accurate billing.
- Ensure documents supporting all invoices are complete and stored in the ERP system.
- Build and maintain a positive relationship with client accounts receivable contacts to ensure that client billing and payment requirements are met and applicable company systems are updated.
- Liaise with clients and internal colleagues to resolve billing and payment issues.
- Prepare client statements upon request.
- Respond to external and internal clients in a timely and professional manner.
- Maintain strong internal controls and SOX compliance in areas of responsibility. Ensure all work is appropriately documented and supported.
- Work with internal and external audit to provide timely response of audit requests.

### **Supervisory Responsibility**

This position has no supervisory responsibility.

### **Work Environment**

This position operates in a professional office environment.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands to handle or feel; reach with hands and arms; and talk or hear. The employee is regularly required to stand; walk; and stoop, kneel, crouch or crawl. The employee is occasionally required to sit and climb or balance. The employee must occasionally lift and/or move objects up to 15 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

### **Position Type/Expected Hours of Work**

This is a full-time position with business hours of 8:00am – 5:00pm, Monday through Friday. Occasional evening and weekend work may be required based on business needs.

### **Travel**

*Last Modified: 5/03/2019*



This position requires less than 10% travel.

### **Required Education and Experience**

- High School diploma or equivalent.
- Minimum of 5 years directly related experience with client billing, ideally in a large corporation environment.
- Previous experience with E-Invoicing and various client portal solutions.
- Familiarity with sales tax requirements.
- Proficient with Microsoft Office package – Excel, Word, PowerPoint, Outlook.

### **Preferred Education and Experience**

- Experience with ERP systems, JD Edward's application.
- Experience in the petroleum, chemical, plastic and/or rubber industries.

### **Skill Requirements**

- Excellent client service skills.
- Exhibits clear and concise written and verbal communication.
- Excellent interpersonal skills.
- Ability to work both independently with little supervision and in a team environment.
- Works and communicates effectively at all organizational levels and across functional areas.
- Detail and results oriented, excellent accuracy and commitment to meeting deadlines.
- Self-driven, with strong initiative to undertake responsibilities and actions.
- Accepts constructive feedback and strives for continuous improvement.

### **Other Duties**

This job description is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of the employee for this job. Duties and responsibilities may change at any time

### **We offer a competitive salary and benefit package that includes:**

- +Medical Insurance
- +Dental Insurance
- +Vision Insurance
- +Flexible Spending Accounts: Medical and Dependent Care
- +Basic Life and Accidental Death and Dismemberment Insurance
- +Voluntary Life Insurance
- +Short-Term Disability
- +Long-Term Disability
- +Employee Stock Purchase Plan
- +Retirement Benefits: 401(K) and ROTH Savings Plans
- +Employee Assistance Program

Interested applicants should send their resume to: [resumes@flotekind.com](mailto:resumes@flotekind.com) and include "Accounts Receivable Billing Specialist" in the subject of the email.

### **EEO Statement**

*Flotek Industries is an equal employment opportunity employer. Qualified applicants are considered without regard to race, color, religion, sex, sexual orientation, gender (including gender identity and/or expression), pregnancy, national or ethnic origin, age, disability, veteran status or any other characteristics protected by applicable local, state or federal laws.*