



**Job Title:** Accounts Receivable Collections Specialist  
**Division:** Corporate  
**Location:** Houston, TX  
**Reports to:** VP Finance & Controller  
**FLSA Classification:** Non-Exempt

## **JOB DESCRIPTION**

### **Summary/Objective**

The Accounts Receivable Collections Specialist will be responsible for performing collection activities for the outstanding client invoices for the Energy Chemistry Technologies ("ECT") segment of the company. This position reports to the VP Finance & Controller and is based in Houston, Texas.

### **Essential Functions**

- Perform collections for all client invoices.
- Understand and adhere to client billing and payment requirements.
- Liaise with clients and internal colleagues to resolve billing and payment issues.
- Ensure payment terms of client contracts/purchase orders are followed.
- Ensure that collections are handled in a timely manner with sufficient follow-up.
- Manage status of accounts for key clients.
- Act as the point of contact for all collection agency accounts.
- Build and maintain a positive relationship with client accounts payable contacts to ensure that client payments are received timely and applicable company systems are updated.
- Work seamlessly with sales and client fulfillment in collection activities.
- 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**

This position requires less than 10% travel.

## **Required Education and Experience**

- High School diploma or equivalent.
- Minimum of 5 years directly related experience to cash collection or client service, ideally in a large corporation environment.
- Previous experience with E-Invoicing and various client portal solutions.
- 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**

- Professional and firm demeanor when communicating via phone and e-mail.
- 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 Collections 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.*