



JOB TITLE: ACCOUNTS PAYABLE CLERK

STATUS: *Full Time, Non-Exempt*

GENERAL STATEMENT OF DUTIES:

This position will have primary responsibility for receiving, reviewing, coding and processing invoices from the Company's vendors for payment. It will also include ensuring proper approvals are met and documented prior to payment as well assisting the Accounting team on an as needed basis.

SUPERVISOR: Vice President & Controller | **DEPARTMENT:** Finance & Accounting

LOCATION: Houston, TX – Corporate Office

PRIMARY DUTIES AND RESPONSIBILITIES:

Stabilis Solutions retains the right to modify or change the duties or essential functions of the job at any time.

- Receives, reconciles and verifies expense reports, vendor invoices and other statements to purchase orders and other accrual details.
- Verifies approval of invoices in accordance with the Company's approval limit matrix.
- Facilitates payment of vendors which includes saving, uploading, coding and processing vendor invoices within the accounting system
- Identifies discount opportunities, and issues purchase order amendments or stop-payment orders as needed.
- Verifies validity of new vendors which may include verification of federal ID numbers.
- Works directly with vendor contacts to resolve invoice and payment discrepancies.
- Ensures outstanding obligations are credited upon payment.
- Assists with accounting records and ledgers by reconciling monthly statements and transactions.
- Assists with the calculation and reporting of sales taxes.
- Ensures compliance with government and regulatory reporting requirements to include the preparation of local and state and sales and use tax filings for the company and its subsidiaries.
- Ensures key policies and procedures are documented to satisfy internal controls and audit requirements.
- Other related duties and assist the Accounting team with other projects as needed.

QUALIFICATIONS:

- H.S. Diploma
- 2-3 years accounting experience, specializing in Accounts Payable.
- Experience in natural gas or energy and/or logistics/transportation industries preferred.
- Sound understanding of and commitment to maintaining a system of internal controls.
- Experience with TMW, Great Plains or similar financial software programs preferred.
- Proficiency with Microsoft Office suite specifically Excel.
- Organizational ability to handle multiple projects and effectively prioritize work assigned to the Accounting team.
- Demonstrated ability able to work cooperatively and positively on cross-functional teams, supporting team and company goals.
- Excellent communication and interpersonal skills.

WORKING ENVIRONMENT:

- Office equipment will be used including copy machines, telephones, keyboards and computers.
- Skills and activities require fine motor dexterity, good vision, good hearing and clear speaking.
- Non-smoking and drug free workplace.

DRUG-FREE WORKPLACE STATEMENT:

Stabilis Solutions, Inc. is a drug-free workplace that provides employment opportunities in compliance with all pertinent federal, state and local laws. Our values promote employee participation in the delivery of quality services to our clients and customers. Employees are subject to pre-employment and random drug screens. Medical evaluations may also be required.

EQUITY IN THE WORKPLACE:

Stabilis Solutions, Inc. celebrates diversity in the workforce. We welcome applicants of all ages, ethnicities, genders, sexual orientations, and religions.

WORK SCHEDULE:

The Assistant Controller position is a full-time exempt position with some expected overtime as required by the business from our corporate headquarters in Houston.

CREATED: September 8, 2022