



**22806 Northwest Lake Dr.  
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**Position: Accounts Payable Associate**

**Reports to: Accounts Payable Manager**

### **Job Summary**

The Accounts Payable Associate role provides financial, administrative, and clerical support by ensuring expenses are properly recorded via processing, verifying, and reconciling invoices according to AIV's established policies and procedures in an efficient, timely and accurate manner.

### **Duties and Responsibilities**

- Maintaining accounting records for department.
- Answer incoming and outgoing calls for the accounting department.
- Process invoices payable for approval and coding.
- Approve and enter production order payables according to AIV's procedure.
- Input critical non-supplier invoices & organize monthly vendor spreadsheet.
- Resolves various invoice discrepancies with applicable department.
- Corresponds with vendors and responds to queries.
- Coordinate with various employees within the accounting department for activities related to operational support of the accounting department.
- Assist with general incoming calls overflow & lunch phone rotation as needed (as receptionist backup).

### **Knowledge, Skills and Abilities**

- Knowledge of office processes, practices, and computer software applications.
- Discretion, good judgment, adaptable, and versatile individual.
- Organizational skills and time management.
- Initiative and ability to operate independently.
- Must have good communication and problem-solving skills.

### **Education and Qualifications**

- 3-5+ years of experience in the distribution, freight, or oil and gas industry
- Must have strong accounts payable experience
- Prophet 21 experience a huge plus