

## Vernon E. Faulconer, Inc.



### **Accounts Payable Supervisor**

Vernon E. Faulconer, Inc., a growing Independent East Texas-based oil & gas company, has an opportunity for an Accounts Payable Supervisor. The Accounts Payable Supervisor is responsible for managing accounts payable related activities and procedures for the organization.

#### **Duties and Responsibilities:**

- Establishes and maintains strong business reputation with vendors.
- Manage all vendor payments and expense reimbursements (check, ACH, wire).
- Responsible for audit and compliance requirements and requests.
- Responsible for vendor 1099 filings and year-end reporting requirements.
- Organize and assign accounts payable staff functions.
- Provide direction to the daily, monthly and year-end processing.
- Monitor and evaluate performance and provide for staff development opportunities.
- Research, analyze and resolve more complex payment and vendor issues.
- Advise management on issues related to accounts payable and expense reimbursement
- Cash projection and weekly cash needs reporting.
- Develop, implement and maintain systems, procedures and policies, including accounts payable functions to ensure adherence to company guidelines.
- Analyze processes and facilitate process improvement initiatives within AP.
- Spearhead process improvements and system implementations.
- Coordinate timely follow up on any outstanding invoice information and issues.
- Communicate with vendors, lease operators and employees to create a professional working relationship.
- Responsible for employee evaluations and development.
- Special projects as needed.

#### **Required Qualifications:**

- 4-year degree with concentration in business desired.
- 6-10 years of previous Oil & Gas AP experience strongly preferred.
- Previous supervisory experience strongly desired.
- Proficient with automated AP systems (i.e. Open Invoice, Oildex, EnergyNet, etc.).
- Energy or natural gas industry experience a plus.
- Knowledge of general accounting.
- Broad conceptual judgment, initiative and ability to deal with complex AP issues.
- Excellent computer skills including strong working knowledge of Microsoft Office applications.
- Organized, disciplined and flexible.
- High energy level, strong work ethic.
- Strong self-manager, able to initiate & follow through on all tasks.
- Ability to set goals and manage time.
- Excellent verbal and written communication skills required.
- Strong project management skills.
- Excellent team player.

Attractive compensation and benefits package for qualified candidates. For consideration please email resume to [careers@vefinc.com](mailto:careers@vefinc.com) . EOE