

EnerCorp Engineered Solutions, LLC is a private equity-sponsored oilfield services company in Canada and the United States. EnerCorp specializes in providing its customers sand filtration and sand management technologies/services, and custom fabrication. We are committed to delivering high-quality specialty products and services on budget and on time and exceeding customer expectations while providing a safe and excellent working environment for our employees. EnerCorp Engineered Solutions, LLC provides the most extensive rental asset base and manufacturing capabilities for sand management solutions in North America.

1.0 DUTIES AND RESPONSIBILITIES

The Administrative Assistant is responsible for both receivable and purchase order processing. This role also serves as an auditor, ensuring that invoices are accurate and that proper accounting procedures are followed to account for the receipt of payment for goods and services completed by the organization.

1.1 Specific responsibilities

- Create purchase orders in ERP system.
- Match Pos to receiving documents.
- Liaison with vendors related to reconciliations, receiving documents, etc.
- Resolve AP exceptions.
- Assist field team & operations as needed.
- Enter revenue tickets.
- Understand open invoice (customer portal for revenue tickets) & liaise with customers.
- Ad Hoc administrative duties.

2.0 REQUIREMENTS

2.1 Education, Training and Experience

- A bachelor's degree in accounting is a plus.
- Minimum of three (3+) years of experience in accounting.

2.2 Skills and Abilities

- Proficient in Microsoft Office (Word, Excel, Outlook).
- Strong analytical skills.
- Strong written and verbal communication skills.
- Demonstrated ability to collaborate with and develop effective relationships with all levels of employees and management.
- Strong results orientation.
- Ability to maintain data integrity and to extract data and prepare reports in an accurate and timely manner.
- Must be able to work under pressure and respond to the tight turnaround time of projects.
- Must be able to work with interruption and limited supervision.
- Energetic self-starter with the ability to work in a fast-paced environment.
- Must have the flexibility of working extended hours as needed and the ability to work independently.

- In addition to independent qualities, the ability to work well as part of a team is vital

3.0 PHYSICAL, TRAVEL, AND SAFETY REQUIREMENTS

- Must be willing and able to work 8 hours or as necessary to meet multiple deadlines.
- Must be able to work on various projects under pressure.
- While performing the duties of this job, the employee must be able to hear and communicate without hindrance and is regularly required to use hands to hold, handle or feel; reach with hand and arms; talk or hear.
- Must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.

4.0 OTHERS

- Reports to Sr. VP of Finance.
- Attention to detail and deadline-oriented.
- Self-starter who thinks of innovative, faster ways to accomplish tasks.
- Works with minimal supervision.
- Flexible and able to adapt to our dynamic environment.
- Pass the required screenings.
- Additional projects as requested by leadership.
- Must adhere to departmental policies, schedules and deadlines but may adapt techniques or processes to complete assignments.
- Resolves problems or deviations by selecting from specific choices defined in instructions work policies, procedures and accepted practices and seeks guidance when needed.

5.0 ACKNOWLEDGEMENT OF RESPONSIBILITIES

I have read and understand the duties outlined in this job description.

Employee Signature

Supervisor Signature

Employee Printed Name

Supervisor Printed Name

Date Signed

Date Signed