



**Position Title:** Accounting Specialist  
**Department:** Finance  
**Reports To:** Senior Accountant  
**Exemption Status:** Non-Exempt

**Position Purpose:**

*The Accounting Specialist position is responsible for performing daily accounting processes utilizing internal & external data, performing accurate data entry with some analysis, providing excellent customer service and performing reporting functions. Under general supervision, this enthusiastic, self-motivated individual will be part of a team-oriented environment within the Finance Department.*

**Essential Job Functions:**

- Enters data into computer system that will be used in the accounts receivable process.
- Analyzes incoming field tickets for completeness.
- Keeps track of received data and field tickets.
- Prepares and sorts field tickets, and identifies and interprets data to be entered.
- Gathers supporting documentation and enters into spreadsheet/accounting system.
- Contacts preparers of field tickets to resolve questions, inconsistencies, or missing data.
- Enters alphabetic, numeric, or symbolic data from source documents into computer following format displayed on screen, and enters necessary codes.
- Compares data entered with field tickets.
- Makes necessary corrections to information entered.
- Compiles, sorts, and verifies accuracy of data to be entered.
- Reconcile cash receipts to customer accounts.
- Accurately apply customer payments to accounting system.
- Research and resolve customer payment discrepancies.
- Assist with customer collections efforts.

**Qualifications:**

- High School Diploma or GED equivalent required
- Some college level accounting classes preferred.
- 3-5 years related job experience involving clerical accounting
- Previous experience in Oil & Gas industry a plus.
- Proficient with QuickBooks Enterprise and Microsoft Office (Outlook, Word, Excel, PowerPoint).
- Ability to type 40 wpm accurately.
- Ability to use 10-key calculator for a variety of accounting functions
- Ability to multi-task and effectively manage time



- Must have strong attention to detail
- Ability to present oneself as well as the company in a professional manner.
- Ability to work independently with minimal supervision and to prioritize duties and use good judgement.
- Strong interpersonal skills necessary to deal courteously and effectively with a diverse group of people, both on the phone and in person.
- Must be able to work with individuals at all levels of the organization
- Must be able to perform all essential duties.
- Must have a working knowledge of general office equipment.
- Must be able to work under sometimes stressful conditions while maintaining professionalism and enthusiasm.

**Work Environment:**

- Typical office environment with a quiet noise level.
- Required to sit for long periods of time in front of a computer.
- Must be able to lift 10-20 lbs.

*The above description is meant to provide an overview/summary of the nature and level of work being performed; it should not be construed as an exhaustive list of all responsibilities, duties and requirements of the job. Petro Waste Environmental reserves the right to modify the content formally or informally, follow any other job-related duties/functions requested by their supervisor. Further, all employment at Petro Waste Environmental is of an at-will nature and, as such, the company reserves its right to terminate any position or employee (with or without notice and with or without cause) within its discretion.*