



FAULCONER ENERGY

Accounts Payable Analyst

Position Profile:

Falconer Energy, LLC., a well-respected, growing, privately owned Independent Texas Oil & Gas company with over 40 years in the business, has an opportunity for an experienced Accounts Payable Analyst in our Tyler, Texas corporate office. This position has direct responsibility for providing administrative processing support to the Accounts Payable Department.

This Accounts Payable Analyst role is a new position which has resulted from ongoing growth of Falconer Energy. This position represents a great career opportunity for the right individual who wants to contribute to the continued success of an evolving Company in the Oil & Gas Industry.

Position Responsibilities:

- Coordinate invoice processing within assigned area to ensure accurate, efficient and timely payment.
- Assist with vendor onboarding and maintain vendor files
- Establishes and maintains strong business reputation with vendors.
- Pay invoices on a current basis to ensure financial reports and tools accuracy.
- Responsible for obtaining required invoice processing information to include correct signature, coding and accurate keying of invoices.
- Focal point for initiating and receiving vendor calls and providing support with vendor problem-solving issues.
- Coordinates timely follow up on any outstanding invoice information and issues.
- Communicates with vendors, contract pumpers and employees to create a professional working relationship.
- Perform special projects as needed.
- Reports directly to Accounts Payable Supervisor.

Required Qualifications:

- Five (5) plus years of previous Oil & Gas A/P experience is strongly preferred.
- Previous experience with automated A/P systems (i.e. Open Invoice) is desired.
- Associates Degree or higher preferred, but not required.
- Proficient with Excel and MS Office software programs.
- Strong organization and planning skills.
- Demonstrated speed and accuracy in coordinating data input and invoice process management.

- Well-developed communication skills with the ability to work with a diverse group of people.
- Ability to analyze, organize and compile data according to established procedures.
- Demonstrated ability to manage time and workload effectively.
- Legal authorization to work in the US on a full-time basis for anyone other than your current employer.

Attractive compensation and benefits package for qualified candidates.

For consideration please submit resume to the Human Resources Department at careers@faulenergy.com. EOE