



Flowco Production Solutions is artificial lift. It's all we do. All day. Everyday. Founded and operated by the pioneers of the oil and gas artificial lift industry, Flowco is redefining well "optimization" with the very latest in USA manufactured gas lift and plunger lift technologies and delivering unrivaled customer support wherever and whenever you need it.

Administrative & Accounting Specialist

This position is a temporary, full-time position for a Maternity Leave. We would like to begin on August 16 so there are several weeks of training before leave begins. This job will likely last through the end of the year. The pay range is \$18 - \$22/hour depending on experience. This position is located in Hudson, Co.

Responsibilities and Essential Duties

- Receives routine inquiries such as phone calls, emails, and visitors. Polite, professional, and reliable information are essential when representing the Company.
- Completes routine administrative office duties including preparing reports, word processing, spreadsheets, filing, organizing, copying, faxing, mail, courier service, maintain office supplies, and other administrative responsibilities as requested.
- Assists with General Accounting issues. Receive inquiries from vendors, research discrepancies and resolve issues with vendors, process invoices for payment. Processes, tracks paperwork, enters, copies and files invoices. Handles vendor related phone calls regarding invoice inquiries. Verifies invoices against support documentation and route for appropriate approval and further processing and payment.
- Creates and reviews Purchase Orders for shop supplies and equipment order requests.
- Serves as a liaison with the Home Office Requisitions / Purchasing Group; compiles Vendor Supplier information and submits it to Houston Accounting for new Vendor Set-up; and assist when needed to input Receiving or Requisition transactions.
- Reviews and updates customer price books as needed/requested.
- Reviews and verifies Manager's expense account statements to ensure correct categorization, coding, and approval-levels. Submits for further processing.
- Plans and participates in celebrations / activities, as needed.
- Create Reports
 - Weekly Sales Report for the month by district
 - Weekly Open Sales Order Report for PA and as requested
 - Weekly Sales by Product Line Report by district
 - Monthly Great Western Sales Report



- Noble Invoiced (from Rosetta and iSupplier) for AR

Qualifications (education, Experience and Skills)

Education: A bachelor's degree or five (5) years equivalent work experience in related role *preferred*.

Experience: At least five (5) years of experience as an Administrative Assistant. Work experience in oil and gas industry environment highly desirable.

Skills:

- Exceptional administrative and communication abilities are required.
- Must possess an acute sensitivity to safety issues in a hazardous environment.
- Must be an effective communicator at all levels of an organization and with individuals and groups from different disciplines, industries and governmental agencies and exhibit exceptional written, oral, and interpersonal communication skills.
- Must have strong and effective organizational skills and proven capability to manage multiple projects.
- Advanced computer knowledge including Microsoft Office Suite including Word, Excel, Project and PowerPoint, automated document management applications and the aptitude to continually learn new software or applications is required.
- Team player with the ability to work with a multi-disciplinary team.
- Ability to manage projects independently with minimal supervision.

WORK CONDITIONS

- While performing the duties of this job, the employee will work indoors and outdoors.
- Often exposed to stressful situations.
- Job is performed in a typical office environment, but is subject to time pressures and constraints, and is also dependent on input from others.

Send resume to kayla.keever@flowcosolutions.com and put Administrative Assistant in the Subject Line.