



Job Announcement
Accounts Payable (AP) Analyst
Date Posted 5/25

Huwa Enterprises is a nationally renowned land reclamation and restoration company, that has successfully reclaimed over 3.1 million acres of land across 43 states in the US. We use innovative approaches based in science and environmentally sound practices in our work, and we continue to innovate as we partner with clients in specialty areas such as land reclamation, renewable energy, civil infrastructure, and natural disaster recovery, all using the most advanced tools in science and technology to do so.

We are currently seeking to fill an Accounts Payable (AP) Analyst role with our company. See description below.

Position: Accounts Payable (AP) Analyst

About this Role: This position is a crucial member of the finance/accounting team and will be responsible for providing administrative and clerical support in helping to manage the payment of the company's bills and invoices.

Reports to: Controller

Classification: Non-Exempt

Key Duties/Responsibilities:

- Reconcile statements and request missing invoices.
- Pay vendors and service providers.
- Ensure payment credits are applied correctly.
- Correspond with vendors regarding billing and payments.
- Set up new vendors in the accounting system.
- Enter invoices with appropriate coding (company/job number/equipment code/etc.)
- Manage AP email inbox.
- Enter recurring invoices from automatic payments.
- Serve as backup for weekly check runs.
- Maintain records.
- Prepare reports as requested.
- Assist with audits.
- Other tasks as assigned.

Knowledge, Skills and Abilities Necessary:

- 2+ years' experience in high volume AP processing highly desired. Willing to train motivated individual with strong work ethic and similar skills or experiences;
- High School Diploma required; associate or bachelors degree preferred.
- Experience with Microsoft Office Suite of products.

- Experience with ERP and reporting systems preferred.
- Excellent communication skills, with ability to build relationships with vendors and communicate professionally and effectively regarding invoices, terms and payments. Ability to present to and effectively communicate with colleagues, including executive members of the organization.
- Must be able to pay attention to detail and keep accurate and detailed records of all transactions.
- Need strong mathematical and analytic skills to ensure accuracy and correctness of invoices, as well as catch and correct errors and discrepancies on behalf of the company.
- Must have the ability to handle high volumes of data with ease and work under pressure during peak periods.

Salary and Benefits:

- Anticipated Starting Hiring Wage Range: \$26-\$31 per hour depending on skills and experience.
- Benefits: Huwa Enterprises offers a comprehensive benefit package which includes a wide array of valuable benefit options for health, dental, vision, and life in addition to many optional benefits including such things as accident, hospital indemnity, EAP (employee assistance program), legal, pet insurance and others.

To Apply:

Please submit a detailed resume and a cover letter addressing the position requirements, along with three (3) professional references, which should include current or former supervisors to: HR@HuwaEnterprises.com.

This position will remain open until it is filled, and reviews of qualified applicants will begin immediately upon receipt.

You may contact Human Resources with any questions by e-mailing HR@HuwaEnterprises.com.

Notice to All Applicants:

- 1) Proof of eligibility to work is required to be produced within three (3) days of hire; 2) Direct Deposit is a condition of employment; 3) Applicants may be required to complete a successful background check prior to employment, including but not limited to drug screening and MVR, depending upon the duties of the position; 4) Requests for ADA reasonable accommodation in the application process can be requested by contacting HR@HuwaEnterprises.com.

Huwa Enterprises is an Equal Opportunity Employer:

It is the Company's policy to provide equal employment opportunities for all applicants and employees. The company prohibits all forms of discrimination and harassment including those that violate federal and state law. The company does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, marital status, gender identity, or sexual orientation in its employment practices and activities. To report any concerns or complaints, you may contact Human Resources at HR@HuwaEnterprises.com.