

Accounting Coordinator

Goodnight Midstream owns and operates an extensive network of reliable produced water gathering and disposal systems in three of the county's most active oil plays - the Williston Basin, the Permian Basin and the Eagle Ford shale.

Our midstream approach minimizes environmental impact and improves health and safety while lowering lease operating expense and improving reliability for our customers. Goodnight is supported by a team of highly experienced engineers and operating professionals.

Job Summary: This non-exempt level position will report directly to the Assistant Controller and coordinates the accounts payable process for the department.

Responsibilities

- Provide customer service and support to both internal and external parties regarding AP matters;
- Ensure timely payments of vendor invoices and maintain accurate records;
- Scan invoices and reconcile vendor statements as needed;
- Route invoices to appropriate parties within the company;
- Input invoices into accounting system;
- Research, track, and resolve payables problems and coding discrepancies;
- Communicate effectively with vendors via phone, email and/or in-person;
- Provide support with A/P, P&L analysis and assist with month-end close;
- Prepare and file documents, reports and records, both internally and with various entities;
- Keep management informed of area activities and of any significant problems, identifying opportunities for process improvements;
- Assist with the corporate credit card reconciliation;
- Manage file maintenance, including filing and coding of accounts payable documentation;
- Organize work to meet deadlines and handle multiple tasks at once;
- Perform special projects and support accounting team, as assigned.

Education and Experience:

High school graduate required, Associates Degree preferred. 2-4 years of accounts payable experience, in a professional setting, is needed. Experience in the energy industry, particularly the midstream segment, is preferred, but not required. Must be well versed and comfortable in MS Office, especially Excel.

The AP Coordinator must be detail-oriented and organized, and be able to meet deadlines as assigned. Strong written and verbal communication skills are necessary. This position requires a trustworthy individual with high integrity. The incumbent should have strong internal and external customer service skills. Self-motivation and a team player attitude are desirable skills.

Working Environment/Physical Requirements:

Remains stationary at least 80% of the time. This position constantly operates computers, printers and other office productivity machines (e.g., fax machine, copier, etc.) Occasionally required to move documents or files weighing up to 10 lbs. This position requires constant verbal and written communication and exchange of information with clients, vendors, land owners and other staff. This position must be able to inspect and observe information on a computer screen at least 80% of the time.