

## Accounts Assistant, Houston

### Seatronics Vision and Mission

Seatronics are the Marine Technology Specialists. With our solution focused culture, engineering strength and extensive product knowledge, our vision is to remain the leading provider of marine electronics solutions to the global subsea market. We supply specialist subsea solutions pursuing excellence both in engineering capability and customer support. Our continually developing expertise allows us to provide full service capability on demand encompassing rental, sales, service & repair, calibration, personnel and asset management.

### Overall Purpose of Role

Seatronics is responsible for carrying out the supply, installation and servicing of a wide range of marine electronics. As Accounts Assistant, you will support the Accountant in all areas of financial management of the business with particular focus on Accounts Payable and Credit Control.

**Relationships:** to controller, liaises with all staff, clients and suppliers.

### Key Responsibilities and Accountabilities

*“Essential Functions” are primarily job duties that incumbents must be able to perform unassisted or with some reasonable accommodation made by the employer.* This job description does not limit the tasks that an employee may reasonably be requested to perform. Substantive changes to this job description may be necessary to meet the changing business needs of the firm. Any substantive revisions to this job description require the approval of the HR Manager. Notwithstanding this Position Description, all Seatronics employees are at-will employees – each may resign at any time and for any reason, and the firm is free to terminate the employee at any time, with or without cause and with or without notice.

- Process appropriately authorized manual invoices direct to Navision.
- Deal with enquiries from suppliers regarding invoices and payments.
- Prepare monthly reconciliations to supplier statements.
- Manage the credit control requirements by chasing outstanding payments and advising the Vice President and Controller on a weekly basis of any issues
- Recommend action on delinquent accounts.
- Maintain the Sales Ledger within Navision
- Run and distribute bi-weekly debtors analysis reports.
- Preparation of Supplier and Intercompany payment runs
- Update Cash Flow / Navision Receipts - (SGD / GBP / USD)
- Print and send statement of accounts
- Update Petty Cash in Navision
- Issue payments for intercompany
- File accounts payable check
- Any other tasks as requested by management.

## Experience and Qualifications

- Diploma level qualification, ideally in a finance subject is desirable
- Experience in credit control is desirable
- Experience of effectively organizing and prioritizing workload to meet deadlines
- Experience of using Word, Excel and Outlook in the workplace to carry out a variety of tasks
- Experience of collating and presenting statistical or financial data
- Experience of working effectively without close supervision

## Skills and Knowledge

- Excellent organisational and administrative skills
- Attention to detail with good customer service skills
- Strong communication skills; e.g. copy writing, proof-reading
- Knowledge of computer based applications and hardware

## Personal Qualities

- Ability to work as part of a team
- Results driven, ambitious and focused
- Outgoing team player with a professional approach able to communicate at all levels
- Ability to support the Managers his/her duties
- Ability to work to tight deadlines and remain calm under pressure
- Conscientious and helpful

## Work Requirements

- Actively promotes and maintains the company's high standards for health, safety, environment, quality and equality
- Actively participating in regular team and company meetings as required
- Highlighting new working practices which may benefit the company
- Developing good relationships with clients and suppliers
- Willingness to maintain Continual Professional Development
- Developing a good understanding of the company's policies and principles

## Competency requirements

### Essential competencies that are critical for job success

#### 7.2 Coping with pressures and setbacks

- Works productively in a high pressure environment
- Keeps emotions under control during difficult situations
- Balances the demands of work and personal life
- Maintains a positive outlook at work
- Handles criticism well and learns from it

#### 6.1 Planning and organizing

- Sets clearly defined objectives
- Plans activities and projects well in advance and take account of possible changing circumstances
- Manages time effectively
- Identifies and organizes resources needed to accomplish tasks
- Monitors performance against deadlines and milestones

#### 6.2 Delivering results and meeting customer expectations

- Focuses on customer needs and satisfaction
- Sets high standards for quality and quantity
- Monitors and maintains quality and productivity
- Works in a systematic, methodical and orderly way
- Consistently achieves project goals

#### 6.3 Following instructions and procedures

- Appropriately follows instructions from others without unnecessarily challenging authority
- Follows procedures and policies
- Keeps to schedules
- Arrives punctually for work and meetings
- Demonstrates commitment to the organization
- Complies with legal obligations and safety requirements of the role

### Desirable competencies for job success

#### 3.1 Relating and networking

- Establishes good relationships with customers and staff
- Builds wide and effective networks of contacts inside and outside the organization
- Relates well to people at all levels
- Manages conflict
- Uses humor appropriately to enhance relationships with others

#### 4.2 Applying expertise & technology

- Applies specialist and detailed technical expertise
- Develops job knowledge and expertise through continual professional development
- Shares expertise and knowledge with others
- Uses technology you achieve work objectives
- Demonstrates appropriate physical co-ordination and endurance, manual skills, spatial awareness and dexterity
- Demonstrates an understanding of different organizational departments and functions

