



# Accounts Payable Specialist

Full-Time – Houston, TX

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## Summary

Join the dynamic Back Office Team at SGV International (SGV) as an Accounts Payable Specialist. This pivotal role will center on managing accounts payable, accounts receivable, and various ad-hoc tasks.

SGV is a leading technology solutions provider experiencing rapid growth. We specialize in the design, delivery, and integration of large-scale capital projects, complex infrastructure, data integration projects, crisis and incident response, and managed service operational support. Our clients range from some of the largest integrated oil and gas companies in the world to small, remote Alaskan villages and everything in between.

## General Responsibilities & Duties

- Process the company's vendor bill approvals and payments as part of the Accounts Payable Process
- Accounts Receivable duties, including:
  - Preparation of client invoices
  - Assisting with the accounts receivable, collections, and payment confirmation process
- Perform account reconciliations including for all bank accounts
- Review of company expense reports
- Maintain time and expense tracking/reporting systems for company projects
- Other ad-hoc, including project management/administrative duties, as needed
- Must be available to work in office and remotely

## Qualifications & Skills

- 3+ Year(s) Relevant Work Experience
- Experience in Accounts Payable/Accounts Receivable
- Proficient in Microsoft Excel and Office Applications
- Experience with Quickbooks preferred

*If you're interested, please contact us at [careers@sqvinternational.com](mailto:careers@sqvinternational.com).*