



Hobas Pipe USA, Inc.

1413 E. Richey Road

Houston, TX 77073

Telephone: (281) 821-2200

Telefax: (281) 821-7715

Accounts Receivable Specialist

Position Description

BASIC INFORMATION

Job Title: AR Specialist

Travel Requirements: None

Status: Full time, Exempt

Supervisor: Lan Pham

Place of Performance: Houston, Texas

Direct Reports: None

THE OPPORTUNITY – About Hobas Pipe USA, Inc.

HOBAS Pipe USA, Inc. ('HOBAS') is an international producer and supplier of corrosion resistant glass-fiber reinforced pipe (GRP) systems. HOBAS is wholly owned by WIG Wietersdorfer Holding GmbH, a family-owned group of companies headquartered in Klagenfurt, Austria and operating since 1893.

HOBAS is headquartered in Houston, Texas. The company has enjoyed a successful track record of growth for more than 35 years. HOBAS has increased its business to over \$210 million today and is poised for continued significant growth. The company enjoys a proven reputation for quality and customer service, providing their glass-fiber reinforced pipe (GRP) systems, to clients around the globe.

HOBAS is positioned for aggressive growth over the next several years, which will include both organic and acquisitive expansion. Due to this growth, the need has arisen for the addition of this newly created position.

POSITION SUMMARY

The AR Specialist is responsible for providing support to the Chief Financial Officer (CFO) through various accounts receivable tasks. Mainly by developing, monitoring, and maintaining all accounts receivable processes within the SAP operating system. This position requires high organizational skills and the ability to think critically, work efficiently, and offer solutions to problems with a high level of professionalism and confidentiality.

PRIMARY RESPONSIBILITIES

- **Develop, monitor, and maintain all accounts receivable processes within the SAP operating system.**
- **Billing Processing** – Receive bills of lading from the shipping department and entering shipments into the system to produce the invoices to send to the customer.
- **Cash Receipts** – Receive checks and deposit using the desktop deposit system, and work with the Senior Accountant to identify payments deposited into our bank account via wire or ACH.
- **Payment Application** – Apply payments received to customers’ accounts in the ERP system.
- **Customer queries/ Discrepancies** – Correspond with the PME department and respond to inquiries regarding customer billing and or status of account.
- **General AR Accounting/ Analysis** – Post transactions related to all AR accounting to journals, ledgers, and other records. Reconcile accounts receivable transactions. Prepare account analyses; monitor accounts to ensure payments are up to date. Maintain historical record by scanning and filing documents.
- **Accounts Receivable Aging review** – Review accounts receivable aging report and identify accounts that are moving into the past due columns for follow up.
- **Statements and Collections - Prepare** statements from the system to send to the customers and make initial calls to past due customers to inquire about payments.
- **Monthly close reports/ Assistance** – Produce monthly reports; assist with month end closing including maintenance of accounts receivable subsidiary ledger and reconciliation to general ledger.
- **Audit Assistance** – Provide supporting documentation for annual audits.
- **Other projects/duties as assigned** for the overall benefit of the department and organization.

QUALIFICATIONS/ EXPERIENCE

SUCCESSFUL CANDIDATES WILL POSSESS THE FOLLOWING QUALIFICATIONS:

- 2-5 years of accounts receivable experience.
- Experience working with SAP
- Solid technology skills, including a proficiency with Microsoft Excel pivot tables and Vlookups; ability to assist with developing reports to provide valuable financial information timely.
- Strong verbal and written communication skills.
- Exceptional organizational skills and impeccable attention to detail.
- High degree of professionalism in dealing with diverse groups of people, including Board members, senior executives, staff, stakeholders, and vendors.
- Make appropriate, informed decisions regarding priorities and available time.
- Ability to complete a high volume of tasks and projects with little or no guidance.
- Ability to react with appropriate levels of urgency to situations and events that require quick response.
- Able to maintain a high level of integrity and discretion in handling confidential information.
- Excellent judgment is essential.
- Ability to switch gears at a moment’s notice.
- A personable, approachable, and hands-on leadership style, coupled with a good sense of humor, is desired.

WORK ENVIRONMENT:

- Thrive in an intense, do-it-yourself, industry environment.
- Ability to work well within a cross-functional team environment and diverse communities.



BENEFITS

- Health, dental, long-term disability, short-term disability, and life insurance.
- Vacation.
- Matching 401(k).