



ACCOUNTING & CUSTOMER RELATIONS ASSOCIATE

Company Description:

Talley Petroleum Enterprises, Inc. (Talley or the Company), a Pennsylvania based marketer and distributor of refined petroleum products with over \$100 million in annual revenue, is seeking an Accounting & Customer Relations Associate to aid the Company by performing a variety of accounts payable, customer service, accounts receivable, billing, internal control and credit & risk activities, as well as tasks in aligned with Company improvement initiatives and strategic planning objectives. Talley operates across the Central Pennsylvania region and has an annual fuel volume of over 20 million gallons, offering superior customer service and support, provided by innovative, dedicated, talented and experienced employees.

Job Description:

The position of *Accounting & Customer Relations Associate* entails multiple responsibilities, reporting to the CFO of Talley. Maintain and respect Talley policies and assist with the implementation of Company policies and procedures. The *Accounting & Customer Relations Associate* will collaborate with other office and operations personnel, as well as customers and vendors, to resolve issues related to business transactions. The *Accounting & Customer Relations Associate* will comply with Company Policies & Procedures and apply internal controls to ensure the timeliness and accuracy of business processes. Various financial and customer account analyses and reconciliations utilizing Quick Books, Operating Systems and source information will be required. Frequent interaction with customers and vendors via email, telephone and in person require good interpersonal and communication skills. The *Accounting & Customer Relations Associate* will undertake any additional responsibilities which may be required to meet Company goals. Ability to multi-task in high volume environment under the pressure of deadlines. No exposure to hazardous conditions, materials, or equipment. Overtime possible with little or no notice. Minimal travel required.

Role & Responsibilities:

- Professionally and satisfactorily answer customer inquiries via phone and email regarding orders, scheduling of deliveries, billing components/issues and other customer relations factors.
- Monitor customer accounts for timeliness of payments, compliance with credit limits and make collection inquiries as needed.
- Input customer transactions (Billings, Cash Receipts, etc.) and inventory movements into Operating and Financial Systems, including various customer portals. Communicate relative information and prescribed reports to Company personnel.
- Process Accounts Payables to vendors on an accurate and timely basis and contribute to Company cash forecasting requirements. Communicate with vendors as required.
- Professionally greet and process office visitors, including courteously addressing any in-person customer needs.
- Interact with Drivers and other Operations personnel to ensure that customer orders are processed and delivered efficiently, and properly record completed transactions.
- Perform various other tasks as necessary.
- Adhere to deadlines related to monthly close and other dependent processes.
- Conduct general ledger and bank reconciliations.
- Maintain excellent counterpart relations both internally and externally.
- Cross-train on other responsibilities and provide back up to co-workers when needed.

Required Skills & Key Competencies:

- Bachelor or Associate Degree in Accounting, Finance or closely-related field is highly preferred.
- 2+ years of related experience, preferably in the energy or oil & gas industries.
- Ability to quickly learn software and on-line systems related to responsibilities. Experience in Quick Books is a plus.
- Excellent communication and interpersonal skills
- The ability to work well under pressure of time deadlines
- Ability to work in a fast-paced and team oriented environment
- Ability to multi-task and prioritize tasks effectively
- Proficiency with Microsoft Office Suite products

Benefits:

- Competitive Salary based on experience
- Comprehensive Medical Insurance package
- Paid Time Off & Holidays
- Simple IRA with Company Match
- Flexible Spending Account Option
- Friendly work environment

To be considered, please forward resume and salary history/requirements to info@talleypetro.com

Equal Opportunity Employer Statement:

We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Talley Petroleum Enterprises, Inc. is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.