

Jr. Accountant / Office Manager

Intelligent Wellhead Systems (IWS) is currently seeking a full-time, permanent Jr. Accountant/ Office Manager to join our US team in Midland, Texas. IWS designs, tests, manufactures, and deploys proprietary and unique digital safety and efficiency workflow technologies for oil and gas well completion operations. The company's inVision™ Technology Platform helps oil/gas and oilfield service companies reduce operating risk, lower the total cost of operations, and improve uptime. IWS, a privately owned technology and services company and is backed by Pason Systems Inc. ("Pason") (TSX: PSI). www.intelligentwellheadsystems.com

IWS is seeking a highly motivated Jr. Accountant/ Office Manager to support the Accounting/ Finance Department. Reporting to the Controller, the Jr. Accountant / Office Manager will be responsible for the following:

Job Responsibilities:

Accounting

- Assist with Accounts Payable and Accounts Receivables
- Coordinate petty cash reconciliations
- Deposit cheques
- Deal with invoicing requirements
- Support expense report management

Administrative / Operations

- Perform receptionist duties: greet visitors, and answer and direct phone calls
- Manage office supplies inventory and place orders as necessary
- Receive and sort incoming mail and deliveries, and manage outgoing mail
- Shipping and Receiving
- Provide other administrative support duties as assigned

Knowledge, Education, Skills & Qualifications:

- Bachelor's degree in Accounting or Finance, required.
- Accounts Receivable and/or Accounts Payable experience required.
- Demonstrated critical thinking and problem-solving skills.
- Ability to work under pressure to insure delivery of multiple task deadlines.
- Strong organizational skills; task prioritization and effective time management.
- Ability to work cooperatively and collaboratively with all levels of employees, management and external agencies to maximize performance, creativity, problem solving and results.
- Excellent communication and interpersonal skills with a customer service focus.
- Advanced competency in Microsoft Office Suite required (Excel, Word etc)
- Experience with Business Central would be an asset.