



Job Title: Senior Accounts Payable Auditor
Department: Audit Operations
Reports To: Accounts Payable Director
FLSA Status: Exempt
Environment: Drug Free Workplace

Position Summary:

The objective is to review records and processes of the client to identify and recover losses resulting from overpayments or credits not being taken. Revenue is generated by the compilation of well-documented claims analysis that is presented to the clients.

Essential Duties and Responsibilities:

- ◆ In depth understanding of audit techniques, cost recovery audit process and analytical approaches to Accounts Payable discrepancies are expected.
- ◆ Review computer generated reports and vendor statements to identify potential recovery areas. Heavy dose of analysis work will be required. This involves inspection of client records including AP systems, supplier invoices, cancelled checks and significant interaction with vendors to perform analysis.
- ◆ Strong analysis skills and problem solving techniques are required to advance difficult reconciliation.
- ◆ Prepare claim packages for presentation to client. This is a well-documented analysis of recovery opportunity with vendor agreement on resolution methodology. The claim must conform to the protocol defined by contract and/or client requirements
- ◆ Prepare periodic status reports for Audit Manager concerning scope of audit, issues found, recovery amounts, progress and recommendations for future improvements.
- ◆ Excellent writing and communication skills are required. Must be able to produce a quality consultative audit report with embedded graphs, pictures, spreadsheets, etc.
- ◆ “Basic” level knowledge of MS Access database tools is critical for it is the main auditor interface for audit execution, tracking and measurement and root cause analysis.
- ◆ High level of personal commitment and willingness to travel



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Education/Experience:

- ◆ Bachelor's degree from four-year college or university required
- ◆ At least two years of progressive work experience required for junior-level position
- ◆ At least five years of progressive work experience required for Lead position
- ◆ Knowledge of accounts payable function utilizing ERP system required
- ◆ Knowledge of supply chain and/or auditing preferred but not required

Computer Skills:

Intermediate to advanced skills in the following software:

Areas below to be tested in interview

- ◆ Spreadsheets (Microsoft Excel)
- ◆ Presentations/Graphics (PowerPoint)
- ◆ Database (Microsoft Access)
- ◆ Word processing (Microsoft Word)
- ◆ ERP Systems (SAP, PeopleSoft, Oracle, etc.)

Supervisory Responsibilities:

Candidate is expected to demonstrate excellent Leadership qualities.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

- ◆ Be sensitive and non-obtrusive to client's employees
- ◆ Demanding deadlines and long hours can be expected
- ◆ High levels of productivity expected
- ◆ Team-oriented environment
- ◆ Continual feedback process regarding performance

Compensation:

Compensation opportunities fall into the following categories. Results and performance significantly impact these opportunities.

- ◆ Base Salary: \$50k - \$80k annually; Total Pay: \$70k - \$120k+ annually
- ◆ Variable Pay (Commission) based on audit support (as much as 50%)
- ◆ Profit Sharing based on the profitability of the Company
- ◆ 401K plan with employer Safe Harbor contributions for eligible employees
- ◆ Healthcare Savings Account employer contributions for eligible employees
- ◆ Discretionary bonus (special achievements)



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Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is regularly required to sit, talk and hear. The employee is occasionally required to stand; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee is regularly required to lift up to 10 pounds. The employee is occasionally required to lift up to 25 pounds. The vision requirements include: close vision, distance vision and ability to adjust focus.

Pre-engagement requirements:

Renew International is a Drug Free workplace. All employees and contractors are required to successful complete hair and urine drug screens prior to starting work for the company. Additional pre-engagement requirements include a background check, company engagement / employment paperwork and policy attestations.

Company Description:

Renew International provides diverse cost recovery auditing solutions to leading companies across all industries. Our innovative recovery auditing and risk assessment services for the energy sector provide comprehensive “procure to pay” audit solutions on the cost side and wellhead to final sale production payment reviews on the revenue side. Our solutions extend beyond simple fund recovery to include contract compliance, accounts payable, revenue audit and risk assessment services—typically resulting in business process modifications implemented across not only our clients’ functions but in many cases within the processes of their third party suppliers and partners.

Contact Information:

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