

### **Job Opportunity Notice**

Position : Contract Accounts Payable Analyst with Potential for Permanent Employment  
No of positions : 1  
Location : Bay City, Texas  
Posting Date : January 31, 2012  
Expiration Date : February 28, 2012  
Department : Finance  
Supervisor : Plant Controller  
Category : Salary - Band 8

#### **MAJOR ACTIVITIES AND PRINCIPAL RESPONSIBILITIES:**

- Process Incoming Invoices (Freight, Authorized Pay, Purchase Orders, Expense Reports)
- Vendor Inquiries
- Maintenance of GR/IR Accounts
- Corporate Credit Card Program Maintenance
- Vendor Account Review and Issue Resolution
- Support SAP and Accounting Process Improvements
- Prepare on demand financial analysis and Account Reconciliations

#### **QUALIFICATIONS:**

- ~ Minimum of 2 years relevant experience
- ~ Associates Degree a plus
- ~ SAP skills are a plus
- ~ Chemical Manufacturing Background a plus
- ~ Demonstrated understanding of financial and accounting processes and procedures in a manufacturing environment is a plus
- ~ MS Office: Excel, Word, Outlook, PowerPoint, etc.
- ~ Effective communication skills

All applicants are invited to participate regardless of race, sex, age, color, national origin, marital status, religion, disability or veteran status and any other criterion prescribed by law.

If you feel you have the necessary skills and experience for this position, please email or send your application to the following email address or mailing address:

Email: [OXEAHumanResources@oxea-chemicals.com](mailto:OXEAHumanResources@oxea-chemicals.com)

Mailing Address:  
OXEA Corporation Human Resources Americas & China  
P.O. Box 1141  
Bay City, TX 77404 USA

This position requires that the applicant be authorization to work in the United States