

# **Accounts Payable Recovery Consultant**

## **CTMI, LLC**

We invite you to explore a career with a growing professional services consulting firm specializing in expense recovery and tax savings consulting services. CTMI seeks a dynamic colleague to join our Accounts Payable Audit team. This is an excellent opportunity for the right candidate. Come grow with us!

### **PRINCIPAL ACCOUNTABILITIES**

The Accounts Payable Recovery Consultant will lead client recovery engagements deploying CTMI's audit approach (Plan, Measure, Recover and Improve) resulting in the recovery of lost profits for our clients. In this position you will be directly responsible for all aspects of the audit project including client and project management, internal and external reporting, collections and recovery. You will participate as an integral member of the AP audit team reporting to the Director of Accounts Payable Audit. Key responsibilities include:

### **CLIENT ENGAGEMENT**

- Overall responsibility for recovery audits working directly with client personnel and additional CTMI team members as needed on larger engagements.
- Develop and maintain positive working relationships with clients, ensuring a high level of customer service. Interact as needed with client in an effective and professional manner to resolve any audit related issues or queries.
- Actively communicate audit updates and findings to clients and CTMI management.
- Travel to client locations to gather invoices and any other documentation as needed. Ability to travel up to 30% as needed.

### **DATA ANALYSIS**

- Review and examine audit data to identify potential items for investigation. Conduct assorted comparisons to discover recovery opportunities.
- Utilize various audit reports and queries to conduct analysis and document findings.

### **RESEARCH AND CONFIRMATION**

- Investigate potential claims in client's ERP system as identified in audit database.
- Update audit database based on findings and information.
- Confirm details of the transaction using the client's ERP system, verifying whether any incorrect payments have been previously resolved.
- Communicate and pursue final resolution of potential claims with client's vendors.

### **REPORTING AND OTHER**

- Effectively prepare claim forms with supporting documentation for submission to the client.
- Manage and track the inventory of claims ensuring timely deduction or refund.
- Prepare audit schedules and ad hoc client reporting.
- Participate in the development and continuous improvement of the firm's AP audit practices.

## **QUALIFICATIONS**

- Solid AP and or Accounting background (5+ years), preferably with audit experience.
- College degree strongly preferred but not mandatory.
- Management or supervisory experience a plus.
- Strong analytical aptitude and reconciliation skills, detail oriented.
- Professional demeanor and excellent communication skills, ability to effectively interface with client onsite.
- Responsible, mature and self-motivated - able to accomplish projects and tasks with little direct supervision.
- Ability to organize and prioritize multiple tasks on complex projects, able to meet critical deadlines and seek assistance with prioritization when needed.
- Systems experience – SAP, Oracle and other accounting systems, proficiency in Microsoft applications and Access required.
- Ability to travel – approximately 30% + within local DFW area, and out of state.

## **LOCATION**

CTMI's principal offices are currently located in Hurst, Texas with office openings planned in Dallas and Fort Worth in 2012. This position will be primarily based at the client location and CTMI's corporate office.

## **COMPENSATION**

CTMI offers market based compensation commensurate with experience. Benefit package includes medical, dental and 401k. CTMI, LLC is an Equal Opportunity Employer

## **CONTACT INFO:**

Send cover letter and resumes to [careers@ctmi.com](mailto:careers@ctmi.com). Special consideration will be given to candidates providing cover letters outlining how their experience and skill set aligns with the job requirements outlined above.