

Accounts Payable Specialist

Shift, Schedule & Pay

- Monday to Friday
- \$23 - \$26 a hour - Full-time

Full job description

We are seeking a detail-oriented and organized Accounts Payable Specialist to join our accounting team. This role is responsible for managing outgoing payments, processing invoices, reconciling vendor accounts, and ensuring accurate and timely payment of obligations. The ideal candidate is highly accurate, dependable, and able to meet multiple deadlines in a fast-paced environment.

Key Responsibilities

- Scan, Process and code high-volume vendor invoices accurately and efficiently to general ledger accounts.
- Reconcile monthly credit card, vendor statements and resolve discrepancies.
- Maintain vendor records accounts, W-9s, and insurance certificates.
- Prepare 1099 forms.
- Tenant bill backs.
- Update billing address with vendors when taking on a new property.
- Reach out to vendors to set on ACH payments rather than issuing checks.
- Record all Monthly recurring payables.
- Working closing with property accountants on time sensitive invoice.
- Other miscellaneous accounts payable related task.

Qualifications:

- 1–3+ years of accounts payable or general accounting experience.
- Experience managing AP for multiple entities or properties.
- Strong knowledge of accounting principles and practices.
- High level of accuracy and attention to detail.
- Strong organizational and time management skills.
- Excellent communication and problem-solving abilities.

Benefits:

- 401(k) matching
- Paid time off
- Dental insurance
- Paid holidays