

Summary

Pace Properties is searching for a skilled Accounts Payable Specialist to join our team to help process, track, and record payments in an accurate, efficient, and timely manner. The Accounts Payable Specialist will have a daily, ongoing impact on financial transactions, keeping us on track, on time, and on good terms with our valued partners.

Essential duties and responsibilities

- Enter and process vendor payments through automated accounts payable system (AvidXchange).
- Review all invoices for appropriate approvals and apply accurate account coding.
- Monitor daily cash balances to ensure cash is available for payments.
- Review and reconcile invoice discrepancies.
- Address and respond to vendor inquiries.
- Ensure utility invoices and company credit card transactions are properly coded, and timely paid.
- Maintain 1099 vendor files for accuracy and up to date W9's and prepare annual 1099 forms for vendors.
- Provide other clerical support as necessary.

Other

- Maintains open communication with accounting team and property managers.
- Exhibits high level of accuracy and attention to detail.
- Has a "can-do" productive, self-motivated attitude, demonstrates initiative, and suggests improved processes.

Qualifications/Experience

Potential candidates should have a high school diploma, associate degree in bookkeeping or accounting preferred, and at least two years of accounts payable or general accounting experience. In addition, the candidate should have excellent organizational, communication, and time management skills, and superior attention to detail. Candidates must be proficient in Microsoft Word and Excel. Experience with MRI, AvidXchange or other real estate accounting and/or accounts payable software is a plus.