

## Accounts Payable Clerk

**Benefits:** Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

**Salary range:** \$26.00 to \$32.00 hourly

**Employment status:** Contract / Temporary to Hire

### Description

AP Specialist/Clerk needed for a Real Estate Company (mainly does multi-family residential). You will be part of a team of 8 in Accounts Payable and report to the AP Lead.

This need is open due to a search for the FTE and will need immediate support to assist with:

- Backlogged AP invoices - Review and approve invoices submitted through the Avid payment system
- Process and pay invoices submitted manually by the sites including utility bills, payroll, security deposit refunds, resident referrals, government entity bills, contract invoices, expense reports and petty cash
- Obtain payment approval from accountants
- Print checks
- Route checks for matching
- Obtain second signature on checks
- Disburse checks
- Prepare and maintain Excel spreadsheets for utility import files
- File backup to temporary holding files
- Research new vendors
- Research outstanding invoices and respond to inquiries from vendors and property managers
- Annual 1099 preparation

### Requirements

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- 2+ years of experience
- Microsoft Outlook, Word, Excel. Knowledge of Real Page, MRI, and Yardi or any property management software accounts payable system is helpful, but not required.

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