



ACCOUNTS PAYABLE SUPERVISOR (DALLAS, TX)

COMPANY

Dallas-based, privately held commercial real estate development and investment management company with exceptional performance specializing in value-add and opportunistic real estate investments. With an entrepreneurial spirit and proven 25-year track record across several market cycles they have steadily built up a portfolio of 10 million square feet of industrial and office properties and 3,000 multifamily units located nationally.

OPPORTUNITY

Immediate opening for an experienced **Accounts Payable Supervisor** in our **Dallas, TX** office. This position will be the primary leader for Accounts Payable (AP) and supervise the day-to-day accounts payable department. This position reports directly to the Treasury Manager and works closely with asset/property managers, and internal accountants. **Dallas area applicants only.**

RESPONSIBILITIES

The activities listed here are not all-inclusive; rather, they indicate the types of activities normally performed by this position. The successful candidate will be able to demonstrate core competencies in the following areas:

- Process monthly management fee payments
- Process weekly check run and prioritize for signature based on sensitivity
- Interact with vendors, responding to concerns and maintaining relationships
- Maintenance of vendor directory and new vendor setup
- Annual 1099 reporting — Prepare forms and send to vendors & IRS
- Coding and administration of employee monthly credit card charges
- T&E Expense coding
- Create and maintain allocation templates for all expenses
- Reconcile accounts payable general ledger control account with accounts payable sub-ledger for all entities on a monthly basis
- Train and supervise accounts payable (AP) staff
- Identify Process Improvements/Maintain documentation of the AP Process
- Post invoices to General Ledger; Monthly A/P close
- Process distribution payments to investors

REQUIREMENTS/QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- High School Diploma required; Bachelor's degree preferred
- 5-10+ years of experience leading AP (preferable within real estate)
- Prior Supervisory Experience preferred

- Organized and articulate. Very detailed oriented
- Demonstrated proficiency with Microsoft Word and Excel (**creating upload files**)
- Experience with MRI Accounting software a plus
- Experience with Concur a plus
- Experience with AVID a plus
- Other tasks/projects as assigned