



SR. ACCOUNTS PAYABLE ASSOCIATE

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 30-year track record across several market cycles they have steadily built up a portfolio of over 13 million square feet of industrial and office properties and 3,000 multifamily units located nationally.

OPPORTUNITY

Immediate opening for an experienced **Sr. Accounts Payable Associate** in the Dallas corporate office of a growing private real estate investor/developer. This position will assist with the day-to-day accounts payable operations focusing primarily on Commercial properties. This position reports directly to the Accounts Payable Supervisor and works closely with asset/ property managers, and internal accountants. Dallas area applicants only.

KEY RESPONSIBILITIES / DUTIES

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:

- Create upload file and process/import monthly management fees.
- Process and maintain weekly check run for commercial properties.
- Maintain vendor and internal relationship.
- Identify process improvements.
- Maintain documentation of the AP Commercial Properties AP Process.
- Process invoices for all commercial properties through AVID Exchange.
- Process and maintain monthly billings for properties and tenants.
- Participate in the monthly A/P close process.
- Other tasks/projects as assigned.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE

- 3-6 + years of experience processing AP (preferable within real estate).

COMMUNICATION SKILLS

- Excellent communication skills.
- Someone who is organized and adheres to deadlines.
- Someone with a strong attention to detail.
- Ability to see the big picture and drive change to achieve departmental goals.
- A person who works well independently and as part of a team.

OTHER SKILLS and/or ABILITIES

- Demonstrated proficiency with Microsoft Word and Excel.
- Experience with MRI Accounting software preferred.
- Experience with uploads, creating upload files from Excel.
- Experience with AVID Exchange software preferred.

SCOPE OF RESPONSIBILITY

Decisions made with thorough understanding of procedures, company policies, and business practices to achieve general results and deadlines. Self-sufficient in monitoring work unit and/or project deadlines. Errors in judgment may cause short-term impact to department.