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## **Accounts Payable Associate (Exempt)**

### **Job Description**

To ensure prompt and accurate payment of third party client payables and preparation of monthly management fees for each client. Aspects of this job include working with the HLC portfolio accountants to ensure accurate information for the G/L.

### **Supervision**

**Reports to:** Accounts Payable Supervisor

**Responsible for:** N/A

### **General Qualifications Required**

**Education:** High School Diploma and two (2) years A/P experience

**Training Requirements:** N/A

**Licensing:** N/A

**Experience:** Minimum two (2) years experience in A/P  
Microsoft Office required, MRI or Yardi knowledge a plus

**Skills/Behaviors:** Strong oral and written communication skills  
Strong organizational skills with ability to prioritize  
Ability to handle multiple tasks while meeting strict deadlines  
Efficient and responsive  
Detail oriented  
Team oriented  
Self motivated

### **Major Areas of Responsibility**

#### **Property Accounting**

- Monthly Reporting to Clients
  - Prepare management fees for each client
  - Prepare A/P to G/L prior to close for each month
  - Process A/P invoices and batches on a weekly basis
  - Cut checks on a weekly basis, match copies of checks to invoice and mail
  - Maintain A/P files
- Tax Bills and 1099's
  - Complete 1099 processing at the end of the year for all applicable properties and owners.
  - Process all tax bills for applicable property/owners by January 31 of the following year.
  - Maintain tax bill spreadsheet on H drive.
- Special Projects
  - Assist Corporate Accountant with the processing of A/P invoices.
  - Respond to research needed on both client level and corporate level.
  - Other duties as assigned.