



Accounts Payable Associate (Exempt)

About Holt Lunsford Commercial

Founded in 1993, Holt Lunsford Commercial (HLC) is a values-based, customer-focused, full-service, third-party commercial real estate company. We are a fast-growing real estate provider in Dallas, Fort Worth, and Houston. We oversee 100 million square feet for both private and institutional owners.

IMMEDIATE IMPACT. MEANINGFUL CAREER.

At Holt Lunsford Commercial, we know our success begins and ends with our people. It's the reason we work hard to attract and retain the best and brightest talent. From day one, you will be an integral member of our high-caliber, collaborative team. We will empower you to apply your energy, expertise, and creativity to meet our clients' needs while instilling you with unsurpassed market knowledge and development opportunities to succeed. When you join Holt Lunsford Commercial, you won't simply start a new job - you will build a meaningful and impactful career.

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.