

Sample Corporate Office Job Description

POSITION TITLE: Accounts Payable Specialist

DEPARTMENT: Finance/Accounting

REPORTS TO: Accounting Manager

CLASSIFICATION: Non-Exempt

JOB SUMMARY: The Accounts Payable Specialist is responsible for the payment of goods and services purchased by the properties.

VALUES MODELED: All employees are expected to find ways to bring our values to life every day by demonstrating: **[insert Company values]**.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Perform day-to-day accounts payable activities.

- Maintain complete and accurate property files and records.
- Review all invoices for appropriate documentation and approval prior to payment.
- Print and obtain signatures on all accounts payable checks.
- Distribute signed checks as required.
- Answer all vendor inquiries.
- Maintain all accounts payable reports, spreadsheets, and corporate accounts payable files.
- Assist accounting department and property management as necessary.
- Assist in monthly closings.
- Prepare analysis of accounts as required.

2. Perform other duties as requested to support property operations.

QUALIFICATIONS:

- **Language Skills:** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.