



## Vertical Bridge Job Description

<b>Job Title:</b>	Accounts Payable and Ground Abstraction Specialist	<b>Date:</b>	11/24/2020
<b>Department:</b>	Finance	<b>Location:</b>	Boca Raton
<b>Reports To:</b>	Accounts Payable Supervisor	<b>FLSA Status:</b>	Exempt

### Summary:

This position is responsible for performing all activities related to the company payables including but not limited to coding and entering vendor invoices, data entry and utility transfers. This position will also be responsible for ground lease abstraction functions.

### Job Functions:

1. Interpret, abstract, and enter ground leases and amendments into the Vertical Bridge database
2. Review/analyze previously abstracted leases to ensure accuracy
3. Analyze lease terms, commencement dates, expiration dates, renewal/non-renewal deadlines, and all other key lease dates
4. Collaborate with various departments to ensure continued accuracy of ground leases, including monthly escalations
5. Process landlord and vendor payments on a timely basis
6. Accurately review and code vendor invoices and verify that transactions comply with financial policies and procedures
7. Coordinate with internal teams to research, process and correct any vendor or payables data
8. Maintain complete and accurate vendor data
9. Prepare special analysis reports and reconciliations as necessary
10. Assist with various accounts payable related special projects as requested

*These job functions are representative of tasks accomplished by incumbents. The list is not exhaustive; incumbents perform other job-related tasks.*

### Supervisory Responsibilities:

None

### Working Conditions and Physical Demands:

Position will work directly from the corporate office with minimal travel. Candidate must have the flexibility to work additional hours.

### Education and Experience:

1. Minimum two-year associate degree preferred, preferably in business or another related field. Accounting courses a plus.
2. Minimum two years of experience in lease abstraction or Accounts Payable, preferably in a related industry such as real estate, leasing, or telecommunications
3. Proficient user of Microsoft Excel, Word, and Outlook
4. Attention to detail with strong problem resolution skills
5. Ability to work in fast-paced, high-growth changing environment
6. Ability to work independently and as part of a team

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