



Vertical Bridge Job Description

Job Title:	Accounts Payable Specialist	Date:	2/27/2020
Department:	Finance	Location:	Boca Raton
Reports To:	Accounts Payable Manager	FLSA Status:	Exempt

Summary:

This position is responsible for performing all accounting activities relating to the company payables including but not limited to coding and entering vendor invoices, data entry and utility transfers.

Job Functions:

1. Accurately review and code vendor invoices and verify that transactions comply with financial policies and procedures
2. Process landlord payments on a timely basis
3. Correspond with vendors, resolve invoice discrepancies and respond to vendor inquiries
4. Maintain complete and accurate vendor data
5. Coordinate with internal teams to research, process and correct any vendor data and/ or payables
6. Provide input for ongoing company processes to ensure efficient and accurate checks and balances within the accounting system
7. Assist in the 1099 process at the end of the year
8. Prepare special analysis reports as necessary
9. 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, preferably in a related industry such as real estate, leasing or telecommunications.
3. Experience with reading leases is preferred
4. Proficient user of Microsoft Excel, Word and Outlook
5. Ability to work in fast-paced, high-growth changing environment

Vertical Bridge is committed to a policy of equal employment and will not discriminate against an applicant or employee. Vertical Bridge is an Equal Employment Opportunity Employer M/F/D/V