



## Vertical Bridge Job Description

<b>Job Title:</b>	Accounts Payable Specialist	<b>Date:</b>	4/09/2018
<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 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. Coordinate the transfer of electric bills for new acquisitions
8. Collect and maintain updated W-9 forms in the accounting system
9. Assist in the 1099 process at the end of the year
10. Prepare special analysis reports as necessary
11. 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, including weekends.

### Education and Experience:

1. Minimum two year associate's degree required; preferably in business or other related field. Accounting courses a plus.
2. Minimum three years of accounting experience, preferably in related industry such as real estate, leasing or telecommunications required
3. Proficient user of Microsoft Excel, Word and Outlook
4. Prior experience using Dynamics AX or similar accounting system
5. Ability to work in fast-paced, high-growth changing environment

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