



Vertical Bridge Job Description

Job Title:	Accounts Payable Specialist	Date:	08/10/2021
Department:	Finance	Location:	Boca Raton
Reports To:	Accounts Payable Supervisor	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 using CoreIntegrator (workflow management solution) and verify that transactions comply with financial policies and procedures
2. Process landlord and vendor payments on a timely basis
3. Complete new vendor requests in accordance with IRS guidelines for 1099 reporting and assist in the 1099 process at the end of the year
4. Assist with various utility-related functions, including: site setup forms, utility transfers, tri-weekly utility payment files/journals
5. Correspond with vendors, resolve invoice discrepancies, and respond to vendor inquiries
6. Coordinate with internal teams to research, process and correct any vendor data and/or payables
7. Process employee expense reimbursements via Concur (expense management solution)
8. Perform 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. Associate degree preferred, preferably in business or another related field. Accounting courses a plus
2. Minimum two years of Accounts Payable experience, preferably in a related industry such as real estate, leasing, or telecommunications
3. Prior experience working with NetSuite or similar accounting system. Concur travel and AP expense systems experience preferred
4. Prior experience handling a mid to high volume of invoices and vendors
5. Proficient user of Microsoft Excel, Word, and Outlook
6. Attention to detail with strong problem resolution skills
7. Ability to work in fast-paced, high-growth changing environment

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