

Accounts Payable Assistant

Maloney Properties, Inc. is seeking candidates for a full-time Accounts Payable Assistant position, located in our Wellesley, MA central office. This is an entry-level position providing support to the Property Accountant. The Accounts Payable Assistant is responsible for the following duties:

- Record the site daily deposits made into the operating account, in an XL cash sheet.
- Data entry of weekly invoices submitted by the site staff at the property in a timely manner.
- Generate checks for selected invoices, match them with appropriate back up and submit to Regional manager for signature.
- Update the cash sheet with the weekly check run and any other disbursement.
- Mail checks and invoice remittance to vendors.

Experience Required:

Basic knowledge of MS Excel, MS Word and data entry required as well as attention to details.

The successful individual will have a strong desire to be part of a true, diverse team and to work in an environment that fosters learning and professional development through interaction with other property management professionals in a stable and growing company. The successful candidate will have had a positive experience of working as part of a team of professionals. Maloney Properties has a proven track record in employee development and sees its employees as its future leaders. Maloney Properties is an Equal Opportunity Employer.

Maloney Properties, Inc. specializes in the management and marketing of large residential properties. Currently, Maloney Properties is involved with over 80 housing developments containing over 8,000 units of housing. These properties, consisting of townhouse communities and luxury high-rise developments are primarily located in Boston, and the Greater Boston area. Maloney Properties, Inc. also manages several large residential communities in the States of Vermont, Rhode Island and New Hampshire.

At Maloney Properties, we offer our employees a competitive salary and benefits package that includes a 401(k) plan, medical and dental insurance, life and long-term disability benefits, paid sick time, paid company holidays and paid vacation, recruitment bonus benefits, confidential employee assistance programs and tuition reimbursements. EOE

Interested candidates should apply online via:

<https://www.hirebridge.com/v3/application/applink.aspx?cid=6584&jid=210019>