

Housing Management Resources, Inc. is a dynamic, full-service property management company whose approach is 'hands on' professionalism. We manage over 6,000 apartment communities and are looking for an **Accounts Payable Manager** to perform accounts payable department oversight at our corporate office in **Quincy, MA**.

Duties of **Accounts Payable Manager**:

- Responsible for full-cycle accounts payable processing, including examining, coding, verifying, balancing, and reconciling a variety of transactions.
- Reviews invoices for coding accuracy, appropriate documentation and approval
- Reviews and resolves invoice discrepancies on a timely basis
- Analyzes current processes and procedures, recommending new policies/ standards where needed
- Assists the Assistant Controller in developing and implementing policies and procedures
- Completes the check runs and preparation of cash disbursement reports for review by the Assistant Controller.
- Handles vendor communication and maintain vendor files, including proper IRS do documentation
- Prepares 1099 tax forms for all vendors.
- Monitors accounts to ensure payment s are current, reconciliation of payments
- Assists the Assistant Controller with the day-to-day accounting functions
- Prepares cash disbursement, or any information relating to AP transactions
- Assists with month end close and other projects as assigned
- Assists in monthly variance analysis follow up questions
- Manages vendor database, insurance, W9, and new vendor information
- Identifies GL coding issues and brings them to the attention of the Regional VP or Accountants.

EDUCATIONAL EXPERIENCE:

- High School diploma or equivalent; and
- 2-4 years of experience

EXPERIENCE REQUIREMENTS:

- Experience in Full Cycle Accounts Payable.

ESSENTIAL SKILLS AND ABILITIES

- Strong written and verbal communication skills.
- Innovative problem solving skills and initiative.
- Must be able to work independently and as a team member
- Ability to work in an organized, efficient manner with a high level of accuracy, attention to detail and follow-through.
- Forward-thinking and creative individual possessing an appropriate professional image.

Interested in this Opportunity?

If you have the skills to meet this challenge and are ready to work and learn side-by-side with some of the most talented and dedicated people in the industry, please click "apply" today!

Learn more at www.hmrproperties.com and Like us on Facebook www.facebook.com/housingmanagementresources

We are committed to ensuring diversity in its workforce and candidates from diverse backgrounds are strongly encouraged to apply. EOE