

## **Job Description: Accounts Payable Manager**

**Reports To:** Corporate Controller

**Primary Function:** Manager systems and controls over the accounts payable function

**Education:** Bachelor degree in business or equivalent experience

**Qualifications:** Minimum of 7 years of experience in accounts payable. Should possess Strong computer skills and the ability to problem solve

### **Responsibilities:**

- 1) General
  - a) Develop, implement and maintain systems, procedures and policies to ensure controls, efficiencies and adherence to company policies
  - b) Manage the 1099-Misc reporting requirements
  - c) Maintain invoice imaging
  - d) Investigate old checks on the outstanding check list
  - e) Maintain vendor relationships
  - f) Supervise accounts payable staff and cash controls supervisor
- 2) Corporate Invoice Processing
  - a) Oversee the corporate invoice keying and payment processing, ensuring accuracy and timeliness
  - b) Interface with managers, responding to questions and concerns
  - c) Manage aging and cash control
- 3) Property Invoice Processing
  - a) Work closely with residential and commercial portfolio managers to ensure accurate and timely payment of vendor payments through the use of workflow
  - b) Ensure timely mortgage and real estate tax processing and payments
  - c) Maintain the recurring payment processing
  - d) Responsible for all utility processing for properties. Work with the portfolio managers and staff accountant to ensure the transition of utility meters for new properties while maintaining the meter file within energy management.
  - e) Work with staff accountants concerning cash flow at the property level
  - f) Oversee cash controls for our escrow accounts
- 4) Construction Invoice Processing
  - a) Control and implement system to handle the accounts payable process for MGT Construction Company
  - b) Interface with project managers, responding to questions and concerns.
  - c) Review and verify approval of invoices
  - d) Process checks and match to MGTCC invoices
- 5) Assist Controller with other duties as assigned