



JOB DESCRIPTION ACCOUNTS PAYABLE MANAGER

OFFICE LOCATION – Jackson, MS

JOB SUMMARY

The Accounts Payable Manager oversees the accounts payable function to ensure accurate and timely payments of vendor invoices, while maintaining vendor records within a strong internal control environment. The ideal candidate will have a professional attitude, work well in a team environment and have experience in accounts payable, accounting, and real estate. Qualified candidates will have exceptional organizational and communication skills.

CORE JOB FUNCTIONS

- Perform accounts payable function, including receiving invoices, account coding, scanning and routing for approval, preparation and mailing of disbursements and other accounts payable related record keeping in a highly automated environment.
- Maintain vendor records, including accurate and up to date Form W-9, certificates of insurance, and contact information.
- Handle vendor correspondence via phone or email.
- Answer inquiries from vendors and internal customers; research and resolve problems with some direction.
- Oversee 1099 process at year end.
- Other duties as required to support Accounting Department.

KNOWLEDGE & SKILL REQUIREMENTS

- Must have a strong knowledge of Accounts Payable processing, clear understanding of the importance of careful review of invoices for payment and the importance of posting invoices in the correct General Ledger period and to the correct company.
- Must be detail oriented and able to maintain a high volume of transactions with speed and accuracy.
- Proficient in Microsoft Office Suite, including Word and Excel.
- Knowledge of Yardi Property Management software a plus.

EDUCATION & EXPERIENCE REQUIREMENTS

Associate degree in Accounting or closely related equivalent required. Bachelor's degree in Accounting or closely related equivalent preferred. Three years of relevant work experience, preferably with high volume, automated accounts payable and workflow, preferred. Strong ability to learn and utilize technology to solve problems and increase operational efficiencies. Real estate experience would be advantageous, but not required.

PHYSICAL REQUIREMENTS /WORKING CONDITIONS

Must be able to sit for long periods of time and use computer keyboard and/or mouse, while viewing computer screen.

COMPENSATION

Salary: Salaried
Benefits: Health insurance for self (some employee cost-sharing required)
Other: Company paid life and LTD insurance; Employee paid supplemental policies, i.e., dental, vision
Retirement: 401K – eligible after first year anniversary with company

ABOUT STATESTREET GROUP

StateStreet Group is a commercial real estate management and development company. With offices in Jackson, MS and Nashville, TN, StateStreet Group strives to offer the highest level of service to our customers and a stimulating work environment for its employees. We are looking for talented individuals who want to contribute to the success of the organization and make a difference in their career and community.

CONTACT

Please send cover letters and resumes to jobs@statestreetgroup.com