

Job Specification Association AP Lead

Company Description	RealManage is a property management firm that manages over 400 community associations from under 100 units to over 7,000 units in Arizona, California, Nevada, Colorado, Florida, Louisiana and Texas, including homeowner associations (HOAs), condominium associations, cooperatives, luxury high-rises, municipal utility districts and large master-planned communities.
Work Location	Addison, TX
Title	Association A/P Lead
Reports to	AP – AR Manager
Responsibilities	<ul style="list-style-type: none"> Vendor Maintenance Departmental e-mail Resolution of data entry discrepancies Resolve escalated issues Back-up AP Manager Special Projects
Requirements	<p>5+ Years Accounts Payable experience (preferably full cycle) 10-Key (minimum 13K) Professional written and verbal communication MS Windows and Outlook proficient</p> <p>This position will act as a lead for the Accounts Payable department to ensure that the team is on target as it relates to processing goals and serve as a back up to the Accounts Payable Manager. This position will also resolve data entry discrepancies and maintain vendor configuration data, maintain W-9 information, manage departmental e-mail and respond to vendor/internal inquiries and resolve escalated issues regarding vendor payments and internal requests. It is essential that this person be devoted to excellence, dependable and detail oriented.</p>
Benefits Summary	<ul style="list-style-type: none"> • Health and Dental Insurance: • Life Insurance – • 401(k) Program
Contact	<ul style="list-style-type: none"> - Email: careers@realmanage.com - URL: www.realmanage.com