



Accounts Payable Specialist

Position Title: Accounts Payable Specialist
Classification: Non-Exempt
Reports To: Director of Accounting and Finance
Date Created: 9/7/2018

Senior Housing Options, Inc., a non-profit providing affordable, safe housing and care for seniors and people with disabilities, has a great opportunity for an Accounts Payable Specialist to join our team. The Accounts Payable Specialist manages all aspects of timely recording and payment of invoices, making bank deposits, issuing manual checks, and serving as a subject matter expert on accounts payable for the Senior Housing Options, Inc. corporate team, property managers and administrators.

What We Offer:

- Paid holidays and paid time off
- Health, Dental, Vision, EAP, Flexible Spending Account plan, Life, LTD and STD insurance benefits plans with 2% match
- Opportunities for training, career growth and leadership development
- An employer with a mission you can believe in and a team that works together to achieve it!

You will love working in our lower downtown corporate office in a historic Denver building, less than two blocks from Union Station with easy access to light rail. Parking is also provided! Please contact HR@seniorhousingoptions.org and attach your resume to apply.

Key Duties Include:

- Serve as subject matter expert and support for property managers and administrators to ensure basic understanding of accounts payable processes and required documentation
- Handle vendor management; including inquiries, requests for information, troubleshooting issues, payment and maintenance of needed documentation, including mobile/office phone lines, printer/copier expenses, vehicle licensing, property inspections, parking, public transit passes and liability insurance
- Each month, review and reconcile all accounts payable vendor statements, including coding and entry of transactions for all employee credit card bills
- Enter, maintain and update vendor information in Yardi accounting software
- Ensure review and posting of invoice payments into Yardi accounting software by all property managers and administrators
- Maintain copies of checks and invoices for Replacement Reserves requests for CHFA loan requirements, prepare reports and supporting documentation for Director of Accounting and Finance

Qualified Candidates Will Have:

- P Card implementation experience
- Understanding of discretion needed in handling confidential information
- Commitment to delivering a high level of service to internal customers, anticipating their needs and responding to their inquiries with an empathetic, professional and positive demeanor
- Ability to problem-solve within area of expertise and escalate immediately for assistance when needed for complex issues
- Attention to detail and commitment to immediately correcting errors when they are discovered
- Skilled at communicating clearly both verbally and in writing, including the ability to provide non-technical assistance in a simple, straightforward manner
- Demonstrate sensitivity to the concerns of residents and a commitment to dealing fairly with all
- Exhibit patience and high ethical character even while dealing with difficult situations
- Willingness and ability to exercise teamwork with SHO Corporate team to successfully carry out the work of the organization in alignment with its values

Expected Hours of Work:

This role is considered full-time: 40 hours per week, Monday through Friday from 8 AM to 5 PM.

Pay: \$19 - \$22/Hour; will consider an increase based on demonstrated performance and ability to be a collaborative team member in the accounting department.