



Accounts Payable / Payroll Administrator Full-time position

In this vital role with our organization you will maintain organized files of payables and ensure timely payment of all invoices purchased at our apartment communities.

Verify remote deposits match bank receipts and verify deposit into correct accounts.

Keep up to date and maintain records of expenditures and vendors.

Process payment for company credit cards.

Respond to vendor invoices.

Ensure that all payments are made in accordance with company policy.

Ensure that all payments are sent on time.

Reconcile cash receipts and deposits.

Audit for receipt of reoccurring monthly invoices.

Train and development skill sets of onsite staff.

Perform all activities for timely implementation of payroll, including maintaining related records, filing tax reports, garnishments, using software appropriate for the task.

Maintain employee records and comply with new hire procedures for multiple states.