

Sterling Management, LLC

Position: **Accounts Payable Specialist**
Function: Accounting
Reports to: Director of Accounting and Financial Reporting
Type: Full Time
Location: Fargo, North Dakota
FLSA Status: Non-Exempt

Who We Are:

Sterling Management, LLC is the Advisor to, and is responsible for, managing the day-to-day affairs of Sterling's Multifamily Real Estate Investment Trust (REIT) and Sterling Office and Industrial Real Estate Investment Trust (REIT).

Job Purpose:

This position is responsible for handling the financial processing of transactions for the organization. We are looking for a reliable and precise professional to help us properly maintain our payable information. The Accounts Payable Specialist will maintain current accounts and assist in invoicing function along with reviewing lien waivers and other project related documents. We are seeking a candidate who would analyze expenses and assign payments to the proper accounts and properties, work with vendors to resolve any payment inquiries and reconcile monthly statements with vendors. Requires an individual who has excellent attention to detail, strong interpersonal communication skills both written and verbal, is exceptionally organized and motivated to seek a solution to a problem and see it through to completion.

Core Performance Responsibilities:

Key responsibilities:

- Obtain and maintain a thorough understanding of the Company, financial reporting, general ledger structure and internal controls.
- Apply proper accounting methods, policies, and principles.
- Perform and participate in daily operations of the accounting department including the following accounting functions:
 - Review incoming invoices against company capitalization policy to ensure accuracy of financial reporting.
 - Responsible for daily coding and workflow initiation for the timely payment of all payables.
 - Ensure vendor invoices and receipts/deposits are properly assigned property codes and GL accounts.
 - Ensure lien waivers are collected and reviewed for accuracy and completeness for all capital projects billed.
 - Support Project Accountant with vendor compliance documentation and management.

Additionally, this position will be responsible for other tasks as needed.

The candidate must rely upon judgment to plan and accomplish goals in a timely manner, including the ability to work under tight deadlines.

Essential Job Requirements and Functions:

Experience, Education and Licensure

- 0-1 year of experience in an office setting.
- Accounting education or work experience preferred.
- Attention to detail.
- Personable, able to develop and maintain strong working relationships with a variety of internal and external stakeholders.
- Ability to work independently with limited supervision.
- Ability to multi-task and prioritize in a fast-paced work environment.
- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Excellent customer service skills.
- Strong analytical and problem-solving skills.

Physical Demands

- Ability to lift to 30 lbs.
- Ability to travel.
- Requires prolonged sitting with occasional walking, standing, bending, stooping, and stretching.

Work Environment

- Must be willing to work extended hours in a demanding and sometimes stressful environment.
- The noise level in the work environment is usually moderate.

Duties described above are not intended to be a comprehensive list of all activities, duties, and responsibilities required. Team members may be asked to perform other duties as required. Duties, responsibilities, and activities may change at any time with or without notice.

All offers of employment are conditional, based on the successful completion of the pre-employment process which includes a criminal background and pre-employment drug testing.

The above job description does not constitute a contract of employment or a contract between Sterling Management and any of its team members. Employment at Sterling Management is at-will, which means that either the team member or Sterling Management may end the employment relationship at any time, for any lawful reason, with or without cause, and with or without notice.

Sterling Management is an equal employment opportunity employer.