

# Job Description



**Job Title:** AP/AR Specialist

**Reporting To:** Controller

**Job Function:** Accounting

**Job Location:** Cleveland, Ohio

## **Summary:**

The AP/AR Specialist will be responsible for ensuring the accurate and timely performance of accounts payable, accounts receivable, and account reconciliations. This individual will also assist in preparing financial statements and completing month-end accounting functions. This role requires a strong attention to detail and organization. The AP/AR Specialist is a member of the Accounting Team and works closely with the Controller, Senior Accountant, Staff Accountant, and CFO.

GBX Group is an innovative, entrepreneurial organization. Working with our investors, we are dedicated to the revitalization of historic real estate properties in some of the greatest cities in the US. Our culture is unique and very important to us. We challenge one another, work hard and truly enjoy how our work makes a difference to people in the communities we serve. We are looking for someone who is smart, driven, and passionate about being part of a team that makes a real impact to join GBX as our AP/AR Specialist.

## **Essential Duties and Responsibilities:**

### **Accounts Payable**

- Review all invoices for appropriate documentation and approvals prior to payment.
- Enter invoices in the accounting software, ensure accurate coding, and payment of invoices on a timely basis before the due date.
- Match invoices to checks, obtain all signatures for checks and distribute checks accordingly.
- File and mail invoices/payments.
- 1099/1096 preparation/reporting.
- Reconcile vendor statements, research, and correct discrepancies.
- Communicate with vendors to ensure all accounts are in good standing.
- Maintain other audit files and records, as needed, including scanning invoices in Microsoft GP, in NetDOcs, and making copies for the binders.
- Assist in formulating, implementing, and regulating disbursement and compliance procedures.
- Aid in the year-end closing process, as needed.
- Maintain log of all incoming invoices when received, allowing for aging calculations and reporting metrics.

### **Accounts Receivable**

- Enter billing/invoicing in accounting software for priority returns, asset management fees, and consulting services, based on the support provided.
- Communicate with other teams on the status of payments and provide information when necessary.
- Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted. Research any discrepancies by checking bills and bank deposit records.
- Provide feedback concerning potential account delinquency problems in a timely manner, utilizing aging calculations and reporting metrics.

# Job Description



## **Other**

- Participate in AP and AR monthly close process; execute routine month-end accounting functions (recording of accruals, balance sheet account reconciliations, journal entries, etc).
- Respond promptly and professionally to internal and external inquiries regarding invoices paid or unpaid.
- The ability to maintain confidentiality as this position includes access to sensitive information related to personnel, proprietary and financial, is essential.
- No regular travel required.

## **Education / Experience:**

- Bachelor's degree in accounting, finance, economics, or other related area of study preferred.
- 5+ years' work experience in accounting.

## **Knowledge Skills & Abilities:**

Knowledge, skills and abilities listed below are the requirements needed to be proficient in this role.

- Demonstrate behaviors consistent with the organization's Cultural Norms and Core Values.
- Well-organized and hard-working with the ability to prioritize and multitask.
- Must be results oriented.
- Resourceful with strong problem-solving and analytical skills; able to resolve discrepancies within accounting systems.
- Highly motivated and able to adapt to a fast-paced work environment.
- Detail-oriented.
- Excellent written and verbal communication skills; knowledge of accepted business language.
- Self-directed but works well with individuals at all levels of the organization.
- Exercise sound judgment.
- Meet deadlines.

## **Computer Skills:**

- Proficiency with Microsoft Office software (Word, Excel, Outlook).
- Experience with Microsoft GP.
- Experience with document management system.
- Ability to learn new proprietary software.

## **AAP/EEO Statement:**

GBX provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law. GBX hires and promotes individuals solely on the basis of their qualifications for the job to be filled.

***The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions and perform any other related duties as assigned by their supervisor.***