

## **AP/AR Manager**

### ***Company Overview:***

Headquartered in Bryan/College Station, Texas with offices in Houston and San Antonio, Oldham Goodwin Group, LLC, is a fully integrated commercial real estate firm offering comprehensive brokerage, development, management and investment services throughout the state, specializing in retail, office, industrial, commercial land, farm and ranch, multifamily, and hotel property types.

### ***Position Overview:***

The AP/AR Manager is responsible for supporting the accounting department in all accounting functions related to accounts payable and accounts receivable areas. The AP/AR Manager is responsible for all commercial, multi-family, development, corporate, and hospitality accounts payable, including maintaining all necessary documentation related to the accounts payable process and the accounts receivables related to the commercial department and corporate accounts.

### ***Responsibilities/Duties:***

- Responsible for all commercial, multi-family, development, hospitality, and corporate accounts payable;
- Responsible for all commercial, development and corporate accounts receivable;
- Maintains all appropriate documentation and approvals prior to accounts payable payment;
- Maintains all records needed for the accounts payable/accounts receivable processes;
- Fields vendor inquiries regarding the accounts payable process;
- Performs all other related duties/projects/reports as assigned by the Controller and the Assistant Controller;
- Perform other duties as assigned to meet business needs;
- In charge of all new vendor input into the accounting systems as well as appropriating all required documentation (ie: W-9's, 1099's)
- Will need to work with various departments as a team;
- Will oversee the AP/AR Clerk and verify tasks are being completed accurately and timely.

***Qualifications:***

- 1-2 years of experience in Accounts Payable, Accounts Receivable;
- Knowledge of generally accepted accounting principles;
- Excellent communication skills. Skilled at establishing effective relationships with vendors and internal partners; promoting openness, trust and confidence in one's intentions. Requires effective reading, writing and oral comprehension;
- Strong analytical and reasoning skills with excellent problem-solving skills;
- Ability to multitask efficiently;
- High degree of responsibility and initiative;
- Organizational skills are a must;
- Knowledge of or the ability to learn property management and development accounting processes, including the use of specialized accounting software;
- Proficient in Microsoft, especially Excel and Word;
- Experience with M3 Accounting and/or RealPage Accounting a plus.