



Job Title: Accounts Payable Clerk

Department: Accounting

Location: Dallas, Texas

Reports To: Accounts Payable Supervisor

FLSA Status: Non - Exempt

Responsibilities:

- Prepare, update and maintain Excel documents
- Scan, file and log accounting documents
- Email invoices to vendors
- Confirm invoices have been approved
- Prepare bank deposits
- Backup for AP function
- Track insurance and legal notices
- Monitor AP email inbox
- Maintain vendor filing system
- Administrative Admin duties for Chief Accounting Officer
- Manage communications with vendors, including discrepancies, address changes, etc.
- Prepare mail and FedEx packages
- Retrieve and distribute mail for the office
- Order and maintain stock of office supplies and breakroom snacks
- Maintain organization of mailroom
- Other duties as assigned

Requirements:

- Intermediate skills in MS Office applications, including Excel, Word, PowerPoint, Outlook and Adobe
- Organizational/Multi-Tasking: allocates time effectively, works well under pressure and meets tight deadlines; handles multiple demands and competing priorities and prioritizes workload; works at a detailed level; willing to learn in a dynamic environment that includes new ideas and change.
- Excellent verbal and written communication skills with a demonstrated ability to collaborate effectively with individuals across the organization
- Demonstrate strong work ethic, and self-starter capabilities in a dynamic and cross-

- functional team environment;
- Ability to operate efficiently, independently and to seek constant improvement in achieving team goals.
 - Working knowledge of YARDI or related property management accounting software specific to accounts payable processes a plus

Education & Experience:

- Associates Degree in Accounting, Finance or closely related field is preferred
- 1 or more year of experience in in accounts payable or administrative assistant work

Centennial

Centennial is an innovative retail real estate company with a national portfolio of regional shopping centers. Centennial has a unique perspective driven from an authentic heritage in the retail business. Together with our stakeholders we're putting the sights, the sounds, the energy and the positive excitement of brick-and-mortar shopping back to where it rightly belongs: the local communities we serve. For more information please visit <http://www.centennialrec.com>

Please apply to tmorris@CentennialREC.com