



JOB DESCRIPTION

Job Title: Senior Accounts Payable Analyst

Department: Finance and Accounting

Location: Dallas, TX

Reports To: Director, Property Accounting

FLSA Status: Exempt

Qualified candidates should submit resumes to Shaq Sanders: ssanders@centennialREC.com.

Overview:

The Senior Accounts Payable Analyst handles all aspects of Accounts Payable, creating efficiencies that focuses on optimizing department processes and building lasting relationships with internal and external customers.

Responsibilities:

- Oversee routine department activities such as disbursing checks to ensure that check runs are completed accurately and on time
- Process internal and external wire transfers, utility invoices and manual checks
- Manage vendor relationships and respond to inquiries from vendors and internal clients
- Act as liaison between Accounts Payable and external parties, including vendors, suppliers and employees
- Serve as single point of contact for the managing of property taxes, tracking due dates and ensuring all are paid timely
- Maintain vendor accounts, ensuring company policies and processes are adhered to
- Able to accurately research vendor, employee or client requests
- Prepare analyses of accounts and produce weekly and monthly reports
- Audit and process credit card bills
- Provide support for month-end and year-end closing processes and coordinate necessary year-end projects (i.e. 1099 reporting)
- Review and reconcile invoice discrepancies
- Collaborate and build relationships across the organization
- Assist in setting and facilitating the achievement of department objectives
- Develop, implement, improve, and enforce policies and department controls to increase accuracy and efficiency
- Management and oversight of internal controls related to the area of Accounts Payable
- Assist with special projects, reporting and analysis as needed

Competencies:

- **Achievement Focus** – Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Recognizes and acts on opportunities; Sets and achieves challenging goals; Takes calculated risks to accomplish goals
- **Communications** – Exhibits good listening and comprehension; Expresses ideas and thoughts written and verbal; Keeps others adequately informed; Selects and uses appropriate communication methods; Provides direction and gains compliance
- **Managing Customer Focus** – Develops new approaches to meeting customer needs; Establishes customer service standards; Monitors customer satisfaction; Promotes customer focus
- **Planning & Organization** – Integrates changes smoothly; Plans for additional resources; Prioritizes and plans work activities; Sets goals and objectives; Uses time efficiently; Works in an organized manner
- **Problem Solving** – Develops alternative solutions; Gathers and analyzes information skillfully; Identifies problems in a timely manner; Resolves problems in early stages; Works well in group problem solving situations

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Up to date knowledge of current financial and accounting computer applications.
- Excellent verbal, analytical, organizational and written skills.
- Strong planning and problem-solving skills.
- Ability to analyze information and processes.
- Motivation to develop and maintain internal and external relationships.
- Commitment to ethical behavior with a willingness to adhere to all company policies and current financial legislation.

Education/Experience: 5 - 7 years of related experience and/or training; or equivalent combination of education and experience.

Computer Skills: Knowledge in Microsoft Office Suite; previous experience with Yardi, AVID, Concur systems beneficial.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is typically performed in an office environment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly sitting or standing; use hands and fingers; reach with hands and arms; and talk or hear. The employee is frequently required to sit or stand. The employee must lift and/or move up to 10-15 pounds.

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.

About Centennial:

Centennial is a national owner, operator, and developer of major shopping, dining, entertainment and mixed-use destinations. Rooted in retail since 1997, the company is focused on shaping the evolution of American retail by creating a superior multi-faceted shopping experience. Centennial properties serve not only as a place of commerce, but a place of community. For more information, visit www.CentennialREC.com.

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