

Accounts Payable Associate

About our Company:

Postal Realty Trust is the first and only publicly traded REIT focused solely on the acquisition and management of properties leased to the United States Postal Service. Our portfolio is growing rapidly, and we are looking to add a full-time Billing Specialist to our team to assist in our Project Managers in making timely payments to our vendors.

Key Responsibilities:

- Receive invoices and submit for payment in a timely manner
- Manage the status of accounts and balances to ensure payments for reoccurring vendors are up to date and paid on time
- Issue notification of receipts and paid invoices to Project Managers
- Update accounts and database with payment status
- Input payment history, upcoming payment information or other financial data into specific locations/tickets in the system. (i.e. submitting vendor information and W-9, missed contact information updated in the database)
- Follow up with vendors for invoices if needed.
- Communicate with the Project Management Team regarding timetables and urgency of payments

You Are:

- An enthusiastic, positive individual with a “can-do” attitude
- An individual who pays attention to detail and organization in your own work
- Accountable, fulfilling commitments and reaching objectives consistently
- A strong communicator, both verbally and in writing
- Goal-oriented with a desire to learn and grow within the role
- Able to work autonomously and make decisions independently when needed
- Proactive and forward-thinking with the ability to anticipate needs or challenges and provide options to leadership
- Able to prioritize and work effectively in a fast-paced environment requiring extensive multi-tasking and deal with unplanned operational needs

Requirements:

- Basic computer skills
- Accounting background preferred

Salary Range:

The expected salary range for this position is between \$60,000 and \$70,000. The actual compensation will be based on factors such as the candidate's work experience, scope and responsibilities of the position, education/training, job-related skills, internal peer equity, market and business considerations, and other factors permitted by law. Applicable full-time offers also include discretionary bonus and other benefits (including medical, dental, vision, and 401(k)).

