

Accounts Payable Specialist

Atlanta, GA

Columbia Property Trust is currently seeking a **Accounts Payable Specialist** for our **Atlanta** office. This role will be primarily responsible for processing live checks, monitoring and providing administrative support for our invoice approval tool and maintaining the company's accounts payable subledgers. In addition, this role will serve as the backup for the Treasury function when the Treasury Manager is not available. Treasury support includes processing electronic payments with the banks, transferring funds between bank accounts and forecasting cash needs. Lastly, this role will provide various administrative support to corporate functions (e.g. Finance, Accounting, Marketing and Communications, et al.) as needed.

This role is not remote, and employees must report to the office five days a week.

Key Responsibilities:

The Accounts Payable Specialist reports directly to the EVP - Accounting & Finance and indirectly to the Treasury Manager.

- Administratively support the company's invoice approval system.
- Process live checks cut in the office (typically twice a week).
- Maintain Accounts Payable (A/P) subledger.
- Respond to in-house payment inquiries.
- Complete bank forms as needed.
- Back up the Treasury Manager when they are not available by: transferring funds between bank accounts, processing electronic payments (e.g. wires, ACH) and forecasting near-term cash needs.
- Assist with various administrative tasks, as needed: mailings, drafting correspondence, data inquiries, providing receptionist support, etc.

Essential Functions

- Process live checks cut in the office (typically twice a week).
- Maintain Accounts Payable (A/P) subledger.
- Respond to in-house payment inquiries.
- In the absence of the Treasury Manager, process electronic payments and transfer funds between bank accounts.

Competencies

- Detail oriented with the ability to multitask and meet deadlines.
- Must be proficient in Microsoft Office.
- Must have excellent verbal and written communication skills.
- Must be a self-starter, self-disciplined, and highly organized.

Required Education/Experience

- Associate's degree.
- Minimum three years of experience in a similar role.
- Applicants must be authorized to work for any employer in the US.

Preferred Education/Experience

- Bachelor's degree.

- Experience in a customer service-oriented role.

Travel Required and Percentage

None.

Physical Demands

The worker is sitting most of the time but will often include tasks involving light work, exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. The worker is required to have close visual acuity to perform an activity such as preparing and analyzing data and figures, viewing a computer terminal and extensive reading. The worker is constantly typing into a computer, and occasionally other office productivity machinery (such as a calculator, copy machine, and computer printer). The worker needs to occasionally move about inside the office to access file cabinets, office machinery, etc. The worker may need to visit construction jobsites to review the progress of work, meet with the project management staff, lender inspectors and related parties. These visits may require the use of protective equipment and may entail visiting jobsites where agility is required to move around the site.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Company Background

Columbia Property Trust creates storied properties for legendary companies in New York, San Francisco, Washington D.C., and Boston. The Columbia team is deeply experienced in transactions, asset management and repositioning, leasing, development, and property management. It employs these competencies to grow value across its high-quality, well-leased portfolio of 12 properties that contain more than five million rentable square feet, as well as four properties under development, and also has over 8.5 million square feet under management for private investors and third parties.

For more information, please visit www.columbia.reit.

Columbia is proud to be an Equal Opportunity Employer – Veterans/Disabled and other protected categories.