



Sundance Square is seeking qualified individuals looking for a rewarding career in the heart of downtown Fort Worth. The Sundance Square team creates a safe environment for all through training, vigilance, and teamwork, while always maintaining a professional demeanor. We are dedicated to serving the residents, tenants, and visitors of Sundance Square.

We pride ourselves in providing a sense of security for all members of our community and visitors to enjoy our shopping, dining, and entertainment venues.

Sundance Square offers great pay, excellent benefits, and ongoing professional development in a collaborative team culture.

To apply, please review the relevant job description. **Next, submit a resume and cover letter to info@sundancesquare.com.** Please make sure to include **the position's title** in the subject line of your email.

Sundance Square

Accounts Payable

Fort Worth, Texas



Accounts Payable Overview

Sundance Square has become a model for urban development, creating a large cultural and economic impact on the city of Fort Worth.

As the Accounts Payable employee you will report directly to the Assistant Controller of Sundance Square Management.

The Accounts Payable (AP) Role

The Accounts Payable employee is responsible for the financial processing of transactions for the company. The duties include daily bookkeeping and record-keeping of invoices. The candidate must be self-motivated, enjoy working with others, have outstanding communication skills (written and verbal) and have a high attention to detail. The AP employee must work well within a cross-cultural team environment.

In this role the Accounts Payable's primary job responsibilities include:

- Process weekly invoices in Yardi Voyager and QuickBooks accounting system, assuring that the invoices have appropriate supporting documentation and approvals
- Communicate with vendors and property management staff regarding invoices and payments
- Ensuring bills are paid in a timely and accurate manner while adhering to departmental procedures
- Code invoices
- Review general ledger coding and supporting documentation on Expensify
- Maintain W9 and ACH/Wire information
- Assist with 1099 preparation
- Initial review on credit card statements
- Record credit card transactions in QuickBooks through a journal entry
- Perform other duties and special projects, as needed

In addition to performing the key responsibilities of this position, the AP employee must exemplify our values and guiding principles to ultimately ensure the fulfillment of our purpose.

Required Knowledge, Skills and Abilities (Qualifications)

- Minimum of 5 years AP experience required
- Property management AP experience preferred
- Strong organizational and multi-tasking skills
- Detailed oriented
- Microsoft Office proficient
- Yardi experience is a plus
- QuickBooks experience
- Payable's workflow process experience a plus
- Team player willing to assist as needed

- Ability to communicate effectively with Executives, business partners, and other stakeholders
- BS in Accounting

Physical Demands

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

- Generally required to stand, walk, sit, climb, carry, use hands, handle documents, bend and stoop as needed, and reach with hands and arms
- Must be able to communicate with others and exchange accurate information verbally
- Ability to receive detailed information through oral communication and to distinguish sound and perceive the nature of sounds at normal speaking levels with or without correction

Work Environment

The work environment conditions 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.

- Ability to sit at a computer for an extended period of time

*Must be able to perform all of the essential duties of the job with or without reasonable accommodation

Sundance Square Management and Sundance Square Security are both Equal Opportunity Employers. All aspects of employment, including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs, both do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.