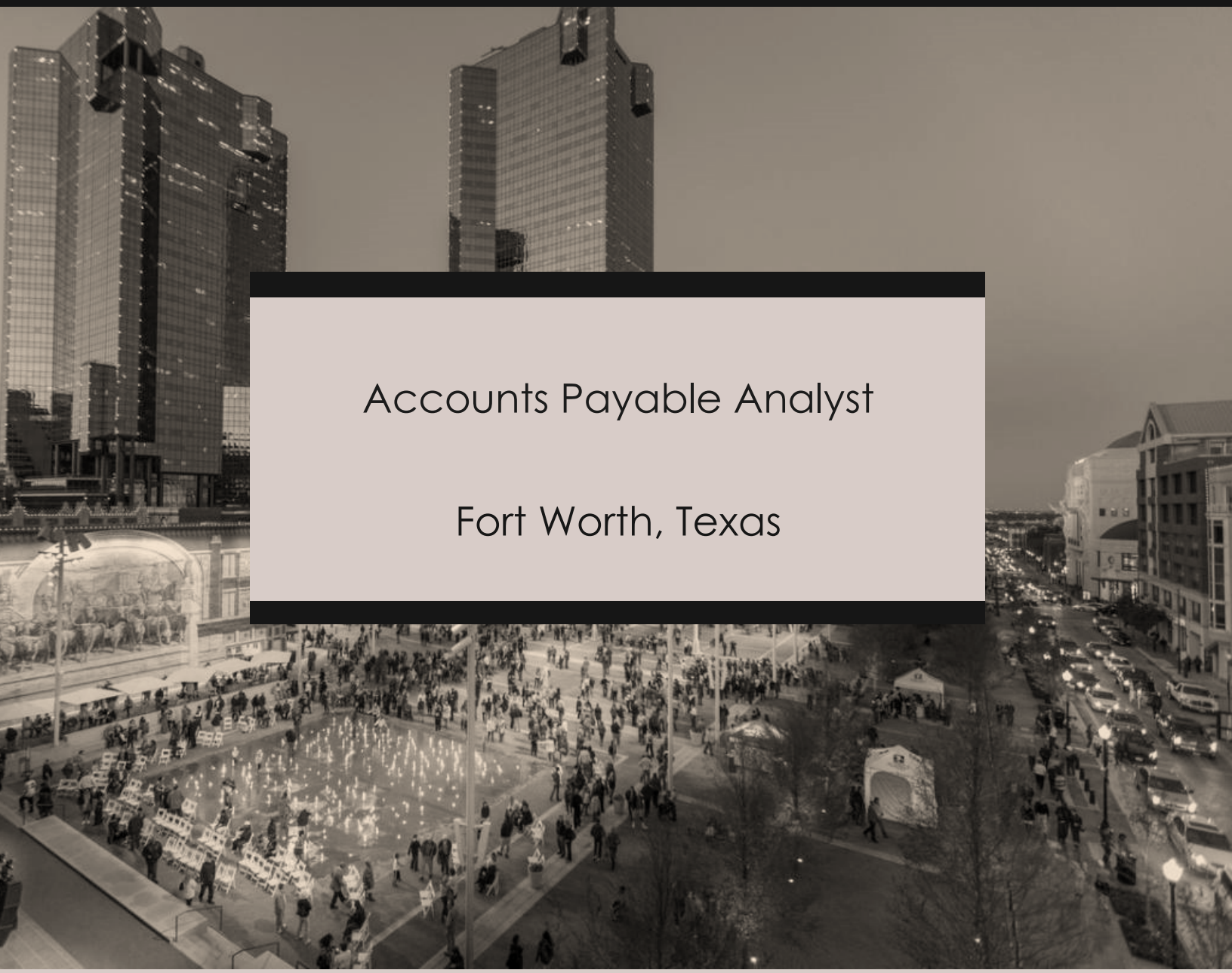
Sundance Square



Accounts Payable Analyst

Fort Worth, Texas

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

The Accounts Payable (AP) Analyst Role

The Accounts Payable Analyst employee is responsible for handling the day-to-day operations of the accounts payable function, including processing invoices, reconciling accounts, and ensuring timely payments to vendors. This role requires a deep understanding of accounting principles, strong analytical skills, and the ability to work independently. The Accounts Payable Analyst will collaborate with cross-functional teams to improve processes, maintain compliance with financial policies, and support month-end closing activities.

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

- Review, verify, and process weekly invoices in Yardi Voyager and QuickBooks accounting system, assuring that the invoices have appropriate supporting documentation and approvals
- Coding invoices to appropriate general ledger accounts, entities, and departments
- Handle complex or high-value invoices, including those requiring special approvals
- Ensuring bills are paid in a timely and accurate manner while adhering to departmental procedures
- Receive, research, and resolve a variety of internal and external inquiries concerning account status, including communicating the resolution of discrepancies to appropriate persons
- Review vendor statements to ensure all invoices and credits are in process. Research and resolve any outstanding items
- Communicate with vendors and property management staff regarding invoices and payments
- Identify opportunities to streamline and automate accounts payable processes
- Support the month-end closing process by ensuring all accounts payable activities are completed accurately and on time
- Assist with accruals and other month-end financial activities
- Maintain W9 and ACH/Wire information
- Assist with 1099 preparation
- Review general ledger coding and supporting documentation in Expensify
- Follow up with cardholders who have incomplete credit card transactions recorded in Expensify
- Perform a preliminary review of credit card statements that are not processed through Expensify
- Record credit card transactions in QuickBooks using journal entries
- Help with monthly petty cash reconciliations and recording the transactions in QuickBooks
- Perform other duties and special projects, as needed

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

Required Knowledge, Skills and Abilities (Qualifications)

- 5 + years of experience in accounts payable or a similar finance role
- Excellent analytical, problem-solving, and communication skills
- Ability to work independently and manage multiple priorities in a fast-paced environment
- Property management AP experience preferred
- Strong organizational and multi-tasking skills
- Detailed oriented is a plus
- Deadline driven
- Microsoft Office proficient
- Yardi experience is a plus
- Expensify experience is a plus
- QuickBooks experience
- Payable 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, Finance, or a related field

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
- Full-time position, typically working in an office environment
- May require occasional overtime during month-end or year-end closing periods

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