



Merritt Properties, a division of Merritt Companies, is looking for an **Accounts Payable (AP) Supervisor** to oversee the AP process. We are a privately held commercial real estate development company with properties throughout Maryland, Northern Virginia, and North Carolina.

To perform the job successfully, an individual should demonstrate the following competencies:

Essential Duties & Responsibilities include:

- Analysis of invoices and expense reports for accuracy and edibility for payment
- Ensure timely payments of vendor invoices
- Reviews and processes bi-weekly payment process (EFT/ACH/checks)
- Supervises AP staff, providing guidance in efforts around problem solving, trouble-shooting and collaborating with other teams as necessary
- Manage and distribute workload for the AP department and ensure proper cross-training
- Review and maintain current AP processes and provide suggestions of opportunity for improvement and automation
- Oversee timely and accurate completion of annual 1099/1096 filing
- Troubleshooting and research of account payable issues and problems
- Assist in providing daily work directions and feedback to drive productivity and quality within the AP team
- Regular, dependable attendance required

Requirements:

- Bachelor's degree in Accounting; may be substituted with additional experience
- Steady work history; current role should be in Account Payable with a minimum of 5 years, with at least 1-2 years in a leadership role
- Extensive knowledge about accounting and management principles and Accounts Payable procedures
- Strong planning and problem-solving skills
- Motivation to develop and maintain internal and external relationships
- Ability to monitor and prioritize work
- Detailed-oriented; committed to accuracy and completeness
- Ability to gather facts, analyze problems in depth, and break down into components
- Ability to exercise good judgement and make decisions in a logical and rational manner
- Ability to be flexible and cool under pressure
- Experience with Yardi/PayScan is preferred
- Very personable with great communication skills
- Must be fluent in English
- May be subject to pre-employment background check
- Must pass pre-employment drug screening
- Must have access to reliable transportation

Please email your resume to employment@merrittproperties.com and reference job code **MM001200304** in the subject line. If you do not meet ALL of the above criteria, you will not be considered for employment. Resumes will be accepted through March 30th.

Merritt Properties, LLC is an Equal Opportunity / Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age, or any other characteristic protected by law. Drug-Free Workplace.

Executive Order 11246, as amended, protects applicants and employees from discrimination based on inquiring about, disclosing, or discussing their compensation or the compensation of other applicants or employees.

Requests for accommodation may be submitted by email to employment@merrittproperties.com. This mailbox will be checked on a daily basis throughout the duration of the job posting.