



**Job Title:** Part Time AP/Treasury Staff Accountant  
**Reports To:** Accounting Manager  
**Department:** Financial & Accounting  
**FLSA Code:** Non-Exempt  
**Date Modified:** May 2019

## Job Purpose

The AP/Treasury staff accountant is responsible for processing invoices so that expenses are being recorded and ensuring payments are being made in a timely manner.

## Duties and Responsibilities

- Accounts Payable
  - Approving invoices in Avid.
  - Batch invoices from Avid to MRI and journalize in MRI.
  - Cut checks/issue AvidPay payments, journalize payments in MRI.
  - Mail payments making sure special handling instructions are followed.
  - Provide the Positive Pay file to Bank of America and reconcile any exceptions.
  - Investigate any AP inquiries from vendors.
- Assist in preparation of invoice support to be submitted to AVID for payments made in-reference to income taxes, STAG office rents and various other expenses.
- Maintain investors and shareholders banking information in-order to send dividends. Make changes to instructions, if necessary.
- Liaison between banking representatives and STAG for banking issues, new accounts and ad-hoc requests.
- Wires & ACH - Initiate all wires and ACH payments. Verify wire instructions to prevent wire fraud. Maintain copies of all wires sent out of our accounts with proper sign offs in-order to provide to our auditors when asked for their review. Prepare journal entries for wires/ACH relating to deal deposits and dividends in the MRI system.
- Order and prepare 1099's to be sent out to vendor's during year end process.
- Ad-hoc assistance within Accounting group.
  - Financial reporting footing
  - Lease abstract verification review
  - Audit requests (i.e. pulling leases)

## Qualifications

- Bachelor's Degree
- 1-3 years of Accounting and/or Accounts Payable experience
- Experience with Microsoft Excel
- Experience with MRI and Avid is preferred, not required
- Strong organizational skills and attention to detail
- Strong interpersonal and communication skills
- Demonstrated flexibility, self-development and embraces change
- Ability to work in a fast-paced, dynamic environment and handles multiple projects at once
- Confidentiality

## Working Conditions

Position does not require special working conditions. Employee works in an office setting utilizing a laptop provided by Company.



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### Direct Reports

Position has no direct managerial responsibilities.