

Accounts Payable Specialist

The Company:

Resource America, Inc. is an asset management company that specializes in real estate and credit investments. The Company's objective is to be best in class among asset managers in the real estate and credit sectors as measured by returns to investors and the quality of the funds and businesses it manages. Resource America's investments emphasize consistent value and long-term returns with an income orientation. Resource America has approximately \$9 billion in assets under management as of June 30, 2016, and owns and manages approximately 17,000 multifamily units in more than 20 states. It has raised approximately \$1.4 billion in the aggregate through the independent broker dealer network, including \$635 million in capital for Resource Real Estate Opportunity REIT and \$556 million for Resource Real Estate Opportunity REIT II.

REPORTS TO: Manager of Financial Reporting

LOCATION: Philadelphia

FSLA STATUS: Exempt

The Position:

Provide financial, administrative and clerical support by ensuring payments are completed and expenses are booked according to established policies and procedures in an efficient, timely and accurate manner.

Selected Responsibilities:

- Review all invoices for appropriate documentation and approval prior to payment
- Pay vendors by monitoring email & payment requests; verifying federal id numbers; scheduling and preparing checks; resolving payment discrepancies; issuing stop-payments or purchase order amendments.
- Process employees expense reports using Concur
- Process check requests
- Match invoices to checks, obtain all signatures for checks and distribute checks accordingly
- 1099 maintenance
- Respond to all vendor inquiries
- Assist in month end closing
- Maintain files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices
- Reconcile processed work by verifying entries and comparing system reports to balances
- Provide accurate and effective document preparation and records management

Qualifications:

- Microsoft Dynamics Great Plains Experience Needed
- Proficient in Microsoft Excel

- Must be well organized and detail oriented
- Must be able to follow standard filing procedures
- Thorough knowledge of applicable accounts payable/general ledger systems in accordance with the chart of accounts
- Ability to interact with employees and vendors in a professional manner
- Ability to work independently and with a team in a fast-paced and high volume environment with emphasis on accuracy and timeliness