**Accounts Payable Specialist**

Forward Management Inc., an apartment management company and industry leader, has a great opportunity for a full-time Accounts Payable Specialist to join our team. The position will be based out of our Corporate office on the East Side of Madison. This is a full-time position that offers health and dental benefits, 401k and paid time off.

Essential Job Functions:

Accounts Payable Processing

Payroll Processing Assistance

Preparation and Input of Journal Entries

Assist with Annual and Month End Closing

Opening and Sorting of Mail

Expense Analysis

Financial Reporting and Planning

Accounts Receivable Management

Miscellaneous Projects as Requested by the CFO and Regional Manager

Job Qualifications:

Minimum 3 years of relevant work experience

Proficiency with computers including Microsoft Word and Excel.

Excellent attention to detail, multi-tasker and highly organized.

Ability to efficiently handle high volume of invoices and receivables.

High degree of confidentiality and ability to work well with senior management.

Proficiency with Microsoft Dynamics is a Plus

Proficiency with Yardi Property Management is a Plus

Job Type: Full-time

Benefits:

- Competitive Pay

- Health & Dental Benefits

- 401K Plan

- Friendly Work Environment

Forward Management, Inc. is an equal opportunity employer. If you are interested in joining our team, please submit your resume to careers@rentfmi.com.