

## JOB OPPORTUNITY

**Position: Accounts Payable Manager**

**GREENBERG GIBBONS COMMERCIAL (GGC)** is seeking an **Accounts Payable Manager** to work from its Owings Mills office as an integral part of the company's Accounting Department. The A/P Manager will centralize the A/P function within the department, bringing best practices to the company. In addition, the A/P Manager will be expected to lead change as GGC automates the A/P process, working with both software vendors and banks.

**Company: Greenberg Gibbons is a privately held Commercial Real Estate Company.** Founded over 50 years ago, GGC is one of the largest and most prestigious private real estate companies in the Mid-Atlantic region having developed and managed over 5.5M square feet. GGC's portfolio includes award-winning town centers, shopping centers and mixed-use properties. GGC is committed to continued growth throughout the Mid-Atlantic and Southeast United States. For more information on the company, visit us at [www.ggcommercial.com](http://www.ggcommercial.com).

**Desired Skills and Experience Include:**

- BS/BA degree preferred.
- BS in Accounting preferred.
- Five (5) years of progressive real estate accounting & A/P experience required.
- Experience with shopping centers and apartments preferred.
- Yardi, MRI, Payscan and Nexus experience required.
- A/P process improvement & system upgrade experience required.
- Advanced skills in Microsoft Excel preferred.
- Exceptional analytical skills, attention to detail, verbal and written communication skills.
- The ability to maintain strong processes and internal controls.

**Responsibilities will include, but are not limited to:**

- Maintain invoice approval list and update with CFO & COO as needed.
- Develop A/P policies & procedures, documenting the same.
- Identify & present opportunities for improvement in the current A/P process.
- Determine best practices, implement the same following approval of CFO & COO.
- Track & maintain vendor ID, tax & payment information complying with federal, state & local laws.
- Lead change by automating the A/P process with software and banks.
- Implement electronic invoicing from vendors and approval routing throughout GGC.
- Implement ACH payments from banks to vendors.
- Process A/P weekly, ensuring smooth, timely and accurate execution.
- Maintain strong internal controls and separation of duties, recommending best practices.
- Provide weekly check registers to check signers.
- Provide regular check and vendor counts to CFO & COO.
- Train accounting department staff on the GGC A/P process.

This is a rare and exciting opportunity to work for a stable, well established and growing company.

Qualified candidates may send cover letter, resume and salary requirements in MS Word or PDF format to: Gene Parker, Chief Operating Officer at: [gparker@ggcommercial.com](mailto:gparker@ggcommercial.com).