

Accounts Payable Specialist

Company Overview:

Cambridge provides real estate services to institutions, investment partnerships and individual owners to comprehensively address the challenges of today's real estate market. Since 1983, Cambridge and its subsidiaries have successfully provided property management, leasing and construction management services to approximately 5.38 million square feet of office, R&D and industrial space.

Tasks include but are not limited to the following:

- Process full cycle A/P including invoice coding, data entry cutting checks
- Review invoices for accuracy and work with Property Managers (PM)
- Generate monthly financial reports to assist PM with operating reports for owners and managers
- Assist with creating and tracking vendor files
- Track and secure W-9 Forms for new vendors
- Contributes to team effort by accomplishing related tasks as needed.

Education/Experience:

Successful candidates will have a bachelor's degree or 2+ years of relevant experience in accounting and/or accounts payable; Experience with a computerized accounting software is required; knowledge of MRI and/or Nexus Accounting software is preferred, but not required. A Minimum of 2 years' experience and a demonstrable proficiency within MS Office (Word, Excel) required.

Compensation/Benefits:

We reward hard work and dedication by offering a competitive salary, performance bonuses and opportunities for growth. In addition, employees enjoy a fully comprehensive benefits package including health, dental, vision, long term disability and 401(k) w/ match. We are an equal opportunity employer and offer a drug free work environment. Please respond in writing with your resume and salary/history requirements.

Job Type: Full-time

Salary: \$35,000.00 to \$40,000.00 /year