



## **SWIFT REAL ESTATE PARTNERS IS SEEKING A PART-TIME AP COORDINATOR CONCORD, CA**

Swift Real Estate Partners is delighted to announce that we have an exciting opportunity for a part-time AP Coordinator to join our amazing property management team. Working from our lovely Concord office located across the street from the Concord BART station, and with onsite parking at the property, this position is perfect for someone who is eager to apply their accounting expertise in a professional property management environment!

- Are you a dedicated AP Coordinator with a sharp eye for detail who has a passion for accounting and general office support?
- Do your teammates describe you as the ultimate team player given your collaborative, professional, upbeat, “yes can do” attitude?
- Would you like to work for a GREAT company and awesome team in a part-time position working 24 hours a week?

If you answered “YES!” to the above and would like to dive into an exciting position, then we are looking for you and please read on!

### **Why This Role Is Important**

As the Accounts Payable Coordinator, you will ensure the timely and accurate processing of vendor invoices and payments using Yardi accounting software, in addition to lending back-up support to the property management team.

As an appreciated member of Swift’s Concord property management team, you will use your well-honed accounting and general office support talents to handle the following responsibilities:

### **Essential Duties & Responsibilities**

- Processing and coding invoices
- Monitor the Accounts Payable accounts to track and manage upcoming payment obligations
- Monitor the Accounts Receivable accounts to track upcoming and overdue customer balances
- Maintain accurate and organized financial records
- Communicate professionally with customers and vendors regarding account inquiries
- Assist with billing and other miscellaneous tenant charges in compliance with lease agreements
- As back-up support to the property management team, process building and tenant maintenance requests
- Supporting the building’s property management team to ensure key records and processes are current and well-organized, assist with:
  - Maintaining vendor and tenant insurance certificates (COI’s)
  - Tenant contact lists
  - Emergency contact lists and other miscellaneous records
- Code key cards for tenants
- Order and assist with maintaining office supplies
- Additional right-hand support to the Assistant Property Manager & Property Administrator



### **The Ideal Candidate Will Possess The Following**

- High school diploma or equivalent. College degree a plus
- Minimum 2 years of experience in accounts payable or general accounting support with prior experience in a property management accounting environment a plus.
- Yardi experience for invoice entry, vendor management, and payment processing a plus.
- Solid MS Office skills.
- Strong organizational skills with the ability to manage and prioritize multiple tasks while maintaining a high level of accuracy and attention to detail.
- Ability to work both independently and collaboratively in a fast-paced environment.
- Strong interpersonal and communication skills, with outstanding team building skills and the ability to interact effectively with vendors, teammates, management, and tenants with a high level of professionalism.
- Outstanding communication skills, including strong verbal and written skills.
- This position is in-office in Concord, with business hours from 8:30 a.m. - 5 p.m., 3 days per week (or 24/hours per week).

### **What Else Are We Offering**

In addition to receiving 5-days PTO per year and earning 1 hour of sick leave for every 30 hours of work, you will be eligible to participate in Swift's 401(k) plan that offers a dollar-for-dollar matching up to your 4% contribution, in addition to receiving 13-holidays per year, along with a Community Service Day and Floating Holiday.

### **Compensation Range**

Swift is offering an hourly rate of \$30 - \$35/hour for this position.

No relocation benefits are available.

If you fit the profile above and would like to work for an amazing company, then we look forward to receiving your resume along with your salary expectations. EOE. M/F/D/V. No phone calls or search firms please as this search is being conducted in-house at Swift. Thank you for your consideration!