

JOB DESCRIPTION

JOB TITLE:	Accounts Payable Specialist, NORTH AMERICA
DEPARTMENT:	Finance
LOCATION:	NEW YORK CITY (NORTH AMERICA)
REPORTS TO:	CONTROLLER, NORTH AMERICA
RESPONSIBLE FOR:	No Direct reports

essensys is one of the fastest growing global proptech firms moving rapidly into our next stage of hypergrowth. Established in London in 2006, essensys was created to solve the complex operational, everyday challenges for flexible workspaces, the largest growing segment in the commercial office market.

We believe the office environment of the past is no longer - the staid, the unresponsive and the impersonal - will be replaced with space-as-a-service and tech-oriented environment that has already attracted the world's largest enterprise users. Today, flex workspace accounts for less than 2% of the office space market and current growth estimates could easily reach 30% by 2030. Traditional landlords need to adapt and have already started doing so, especially in light of COVID. The opportunity is massive.

In 2019, essensys became a publicly traded company on the London Stock Exchange and currently has offices in London, NYC, LA and Toronto. We provide services to over 1,000 buildings across 28 countries.

Job Purpose

Our team is looking for a motivated accounting professional to support our rapidly growing business. In this role, you will be instrumental in scaling and streamlining the Accounts Payable processes. This position will provide full-cycle Accounts Payable support while applying general accounting knowledge and performing tasks with excellent attention-to-details to support the current operations and expansion. The individual will also assist with monthly close, and reconciliation of accounts in accordance with guidelines.

Main duties and responsibilities:

- Support and perform full cycle accounts payable functions by coding, vouchering, reviewing, and processing vendor invoices while ensuring compliance with accounts payable controls, policies, and procedures.
- Own the AP disbursement process of vendor payments (ACH, wires, etc.)
- Responds to inquiries from vendors and employees about the status of invoice payments with speed and professionalism
- Ensures that the company is current on vendor payments by reviewing AP Aging on a weekly basis and investigating any outstanding amounts due
- Maintain vendor database and setup new vendor accounts
- Assist with month-end close procedures, including reconciling AP G/L accounts and determining appropriate accruals
- Manage travel and expense reimbursements in NetSuite
- Ordering of office supplies
- Complete 1099 regulatory filings annually
- Compile and meet OKRs for Accounts Payable team as whole

- Perform ad hoc projects as they arise

Knowledge and Experience:

- Bachelor's Degree
- 2+ years finance & Accounts Payable experience
- NetSuite experience preferred

Desired Competencies:

- Excellent verbal, written and interpersonal communication skills with the ability to interact effectively and professionally with management, vendors, and colleagues
- High attention to detail and accuracy
- Competency in Microsoft applications including Word, Excel, and Outlook
- Ability to prioritize and deliver within short/tight deadlines and with high precision
- Must be able to work in the office in Manhattan 3 days per week (2 days per week can be remote)