



888.DART.123

2600 W. Big Beaver Ste. 540

Troy, MI 48084

Job Title: Accounts Payable Specialist

Location: Troy, MI

Position: Full-time (in-office)

### About us:

Dart Appraisal is a leading nationwide independent Appraisal Management Company (AMC) established in 1993. Our company was founded on the principle that an AMC could create transparency between the lender and appraiser, cultivating a process that brings out the best in both parties.

We manage a nationwide panel of state licensed appraisers and are committed to providing the highest quality and efficiency of appraisal management in the industry. Dart Appraisal utilizes innovative technology to manage appraisal orders in real-time while centralizing all appraisal communication.

### Position Overview:

We're looking for an AP Specialist that will manage all AP activities. This person has to be self-motivated and with experience working in a high-volume transaction environment. This position is responsible for performing standard accounting and office support tasks. The right person for this position will have a strong working knowledge of AP, AR, and general ledger accounting principles. A positive attitude and the ability to multi-task is required for this position. This is a fantastic opportunity to engage in a positive and creative work environment.

### Key Responsibilities:

- **Invoice Processing:** Review, verify, and process high volume of invoices, ensuring accuracy and compliance with company policies.
- **Payment Processing:** Prepare and execute payments through various methods, including checks, ACH, and wire transfers, while ensuring all payment documentation is complete and accurate.
- **Reconciliation:** Reconcile accounts payable sub-ledger to the general ledger, addressing discrepancies and ensuring all transactions are recorded properly. Work closely with AR team to reconcile open balances.
- **Vendor Management:** Maintain positive relationships with vendors, resolve payment issues, and address inquiries promptly.
- **Record Keeping:** Maintain and organize accounts payable files and records, ensuring they are up-to-date and accessible for audits and reviews.
- **Reporting:** Assist in preparing accounts payable reports and financial summaries for management, providing insights on outstanding liabilities and payment trends.



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- **Compliance:** Ensure compliance with internal controls, accounting standards, and regulatory requirements.
- **Process Improvement:** Identify opportunities for process improvements and contribute to the development and implementation of best practices in the accounts payable function.
- **Month-End:** Assist in the completion of month-end closing tasks as needed, as well as audit related tasks.
- **Office Tasks:** Sort mail daily, mail out payments, file records, performs other related duties as assigned by management.

#### Qualifications:

- Min 5 years of proven experience in accounts payable or similar accounting roles.
- Associate's degree in accounting or related fields (relevant certificates would be considered).
- Proficiency in accounting software Sage Intacct.
- Proficient with Excel (including Pivot Tables, Vlookups).
- Organized and high attention to detail.
- Excellent communication and customer service skills.
- Accurate and high-speed data entry skills.
- Proactive problem-solving ability and strong follow-up skills.
- Good understanding of general accounting principles.
- Intermediate to advanced computer proficiency required: Microsoft Office 365.
- Ability to handle confidential information with discretion.

#### What We Offer:

- ✓ Competitive salary and benefits package
- ✓ Generous paid time off package starting in your first year of employment
- ✓ Management team that encourages suggestions and feedback
- ✓ Supportive management and ability to make a large impact on the organization
- ✓ Innovative, team-oriented environment that doesn't skimp out on fun

To apply, please submit your resume and cover letter.

Dart Appraisal is an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

[www.dartappraisal.com](http://www.dartappraisal.com)