

Australia Jobs Expertini®

Accounts Payable Specialist

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Company: Work At Home

Location: Australia

Category: other-general

Pacaso exists to enrich lives by making second home ownership possible and enjoyable for more people. Our innovative co-ownership model is the easiest, smartest and most responsible way for people to experience the joy of a second home. We provide all the benefits of true ownership without the hassles through our simplified financial structure, easy and equitable scheduling, and dedicated local property management. Founded by former Zillow executives, Pacaso has secured more than \$215 million in growth financing and is valued at \$1.5 billion. In March 2021, Pacaso achieved unicorn status (a valuation of \$1 billion) faster than any other company in the United States. We have been featured in The New York Times, Wall Street Journal, Fortune, Forbes, CNBC and more.

About the Role: Pacaso is scaling and we are looking for a seasoned Accounts Payable Specialist to assist us in managing our vendor invoices and payments as we grow. As a member of our Finance & Accounting team, you will own all aspects of accounting support at Pacaso. You'll have full responsibility over all invoices for Pacaso and its subsidiaries, and ensure all invoices are paid to our vendors in a timely manner. Additionally, this role will be responsible for ongoing vendor maintenance, and reconciling A/P reports on a monthly basis. This role will be critical in ensuring we grow in a well-maintained manner. This is a modal window. No compatible source was found for this media. This is an excellent opportunity for someone who is a self-starter, who values autonomy, but also has a customer service mindset and a strong attention to detail.

What You'll Do: Process approximately 500-800 invoices per month, with growing volume Vendor maintenance including new setup, electronic payments, collection of proper documents such as form W-9 and certificates of

insuranceCode invoices appropriately and ensure proper approvalWork with vendors and Property Manager to reconcile issues related to invoices and paymentsReconcile A/P reports monthlyYou'd be a great fit if you have:Excellent written and verbal communication skillsCustomer-Service mindset High level of attention to detail, with the ability to work quickly and accuratelyHigh level of comfort working in a fast-paced, high volume, and deadline-oriented environmentExperience in various software such as Quickbooks, Rent Manager and corporate ERP systemsBA/BS/AA degree in accounting, bookkeeping or similar AP certification program with 1-2 years of accounts payable experience5-plus years of direct work experience in accounts payable may be substituted for education degreeInternational experience preferred, but not requiredExperience with NetSuite and AvidXchange a plusYou'll love working at Pacaso because of our ...Amazing remote-first team and culture.Competitive salary and stock options.Excellent medical, dental and vision insurance.Sponsored memberships to One Medical, Ginger and Carrot.401(k) to help you save for the future.Paid maternity and paternity leave.Generous home office stipend and monthly cell phone reimbursement.Quarterly remote team building events and L&D opportunities.
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