

AVP, Accounts Payable

Corporate Finance

LOCATION: BOSTON

Main Purpose of the Role

We are seeking a detail-oriented and experienced AVP, Accounts Payable to manage our overall accounts payable process. The ideal candidate will be responsible for ensuring the accurate and timely processing of invoices and employee expense reports, maintaining compliance with company policies, and supporting financial operations. This role requires strong leadership, organizational skills, and the ability to streamline accounts payable processes to improve efficiency.

Responsibilities

- Supervise and support the accounts payable function, ensuring high levels of productivity and accuracy.
- Oversee the processing of invoices, payments, expense reports and fixed assets (ie, property and equipment) while maintaining compliance with company policies and procedures.
- Ensure timely payment to vendors, resolve discrepancies, and maintain strong vendor relationships.
- Manage the overall AEW expense reporting process using the Concur expense reporting system.
- Assist with month-end and year-end closing activities, including reconciliation of accounts payable and fixed asset records.
- Develop and implement process improvements to enhance efficiency, accuracy, and compliance.
- Collaborate with internal AEW teams, such as core finance and accounting, to optimize financial workflows.
- Ensure compliance with tax regulations, company policies, and financial reporting requirements.
- Handle escalated accounts payable issues and resolve discrepancies with vendors and internal departments.
- Maintain proper documentation and record-keeping for audits and financial reporting.

Skills/Experience Required

- Bachelor's degree in Accounting, Finance, or a related field preferred.
- Minimum of 5 years of experience in accounts payable, with at least 2 years in a supervisory role.
- Strong knowledge of accounting principles and accounts payable processes.
- Proficiency in accounting software and ERP systems; Great Plains experience is a plus.
- Expertise in Microsoft Excel.
- Excellent leadership, communication, and problem-solving skills.
- Ability to manage multiple priorities effectively.
- Strong analytical skills and attention to detail.
- Experience with process improvement initiatives and automation tools is a plus.

AEW Capital Management is an affirmative action-equal opportunity employer.