

JOB OPPORTUNITY

2019

Federal Business Centers, a privately-held commercial real estate developer located in Raritan Center, Edison, New Jersey seeks an **Accounts Payable Coordinator** to provide full cycle accounts payable processing along with general bookkeeping, accounting and reporting functions for the Financial Services Team.

Skills, Abilities, and Qualifications:

- **Performs full cycle accounts payable processing.**
- **Ensures compliance with statutory regulations.**
- **Establishes and monitors CAM allocations and reconciliations.**
- **Develops, implements, and maintains accounts payable platform.**
- **Provides general bookkeeping assistance and support to Controller.**
- **Prepares ad hoc reports and financial analysis as required.**
- **Proficient accounting software skills.**
- **Responsible for administrative functions as required for the position.**
- **Strong written and verbal communication skills.**
- **Strong inter-personal skills.**
- **Must have reliable transportation.**

Salary: Commensurate with Experience - Exempt Position

Monday – Friday: 8:00 a.m. to 5:00 p.m. with a one hour lunch break.

Full Company paid benefits include medical, prescription, dental, health fairs, 401K with Company match program, life insurance, short and long term disability benefits, quarterly and annual bonus programs, tuition assistance, vacation and sick days, and approximately twelve paid holidays.

The company holds regular meetings for education, training, and celebrations, an annual bus trip to see a professional baseball game, and has a company bowling team. The Company also provides daily breakfast, beverages, and afternoon snacks.

Please email or fax resumes to:

Dawn White, Executive Director of Human Resources

Email: dwhite@fbcnj.com Fax: 732-225-0981

Interview Process:

Step One: Telephone interview with Human Resources.

Step Two: Application, resume, transcript review, basic skills testing, writing samples, initial interviews, and facility tour with Human Resources.

Step Three: Interviews with team members and applicable department leaders.

Step Four: Final interview(s) with the team leader and president.

Step Five: Contingent offer of employment subject to positive results from background and reference checks by outside agencies, and a negative result on the drug screen given during the post offer physical.