



Job Title: Accounts Payable Team Leader

Location: Norwood, MA 02062

Department: Finance

Reports To: Controller

FLSA Status: Exempt

Job Summary:

The Accounts Payable Team Leader is responsible for ensuring the successful management and operation of the Accounts Payable function and the Accounting Specialists. The Accounts Payable Team Leader will provide oversight, guidance and training to Accounting Specialists to ensure that all accounting and financial requirements are fulfilled on a monthly, quarterly and annual basis. This position will be responsible for providing support and answering questions from Senior Management and Partners and provide support to Accounts Payable staff for audits and other projects as needed.

Duties and Responsibilities:

- The following essential functions are the fundamental job duties of the position to be completed with or without appropriate reasonable accommodation.
- Oversee the daily operations of the Accounts Payable Department, including management of the monthly financial close process and related accounting activities.
- Prepare and review complete, accurate, and timely monthly financial statements and supporting schedules.
- Ensure accounting practices, procedures, and financial reporting are performed in accordance with Generally Accepted Accounting Principles (GAAP), company policies, and established internal controls.
- Maintain complete and accurate accounting records and documentation to support legal, regulatory, compliance, and audit requirements.
- Assist in the preparation of annual operating budgets, capital budgets, and financial forecasts.
- Monitor and analyze monthly operating results, identifying variances from budget and forecast and providing recommendations for corrective action when necessary.
- Support the Controller in the preparation and completion of annual financial audits, tax filings, and other external reporting requirements.
- Supervise, mentor, and develop accounting staff, including performance management, goal setting, training, coaching, and annual evaluations.
- Develop and deliver training programs for community-based staff, department managers, and new hires on financial processes, policies, and reporting requirements.
- Identify opportunities to improve financial processes, reporting accuracy, efficiencies, and internal controls.
- Collaborate with operational leaders and department managers to ensure accurate financial reporting and effective financial management practices.
- Perform special projects and other duties as assigned to support departmental and organizational objectives.

Minimum Qualifications:

- Bachelor's degree in accounting, Business Administration, Finance, or a related field, along with a minimum of two (2) years of supervisory experience; or an equivalent combination of education, training, and experience.
- Demonstrated knowledge of accounting, finance, budgeting, forecasting, and cost-control principles, including Generally Accepted Accounting Principles (GAAP).
- Ability to analyze financial data and prepare accurate financial reports, statements, forecasts, and projections to support business decision-making.
- Strong understanding of budgeting processes, variance analysis, general ledger (GL) reconciliations, and financial performance reporting.
- Proficiency in automated financial and accounting systems, with advanced skills in Microsoft Excel, including data analysis, reporting, and spreadsheet modeling.
- Experience within a real estate management, property management, senior living, or related industry environment preferred.
- Ability to read, write, and communicate effectively in English through clear, concise verbal and written communication. Ability to interpret emails, reports, regulations, company policies, procedures, and other business-related documents.
- Demonstrated ability to facilitate meetings, present financial information, and communicate complex concepts effectively to management and stakeholders.
- Strong interpersonal skills with a collaborative, customer-focused approach to problem-solving and relationship management.
- Exhibits an open, receptive communication style that encourages teamwork, transparency, and constructive dialogue.
- Communicates financial and operational information clearly and accurately, even under pressure or in demanding situations, while maintaining professionalism and a positive attitude.
- Demonstrates sound judgment, attention to detail, and a commitment to accuracy, confidentiality, and professionalism in the handling of financial information.
- Ability to prioritize multiple responsibilities, meet deadlines, and adapt to changing business needs in a fast-paced environment.
- Maintains a strong customer service orientation and partners effectively with operational leaders to support organizational objectives.
- Advanced proficiency in Microsoft Office applications, particularly Excel; experience with financial reporting and accounting software preferred.

Required Behavior:

- Demonstrates accountability and attention to detail by accurately managing all aspects of assigned responsibilities and work product.
- Organizes office resources and records in a standardized manner to ensure compliance with federal and state regulations and facilitate the timely retrieval of information needed for business decision-making.
- Adjusts communication style and approach as needed to effectively achieve specific objectives and desired outcomes.
- Establishes realistic, measurable goals and objectives; identifies required tasks and deliverables; effectively allocates resources and prioritizes activities to achieve results.
- Communicates clearly and professionally with clients, residents, families, vendors, and coworkers; effectively reads, interprets, and conveys complex information; demonstrates active listening skills.

- Demonstrates a commitment to continuous improvement by identifying opportunities to enhance business practices and ensuring work is completed with a high degree of accuracy and excellence.
- Identifies, secures, and effectively allocates resources necessary to achieve organizational and departmental goals.
- Maintains flexibility to work varied schedules, including evenings, weekends, and holidays, as business needs require.
- Provides exceptional customer service by anticipating needs, resolving service issues, and ensuring a high level of customer satisfaction.
- Builds credibility, trust, and positive working relationships through professional, courteous, and supportive communication.
- Works collaboratively and cooperatively with others to achieve team, departmental, and organizational goals.
- Demonstrates professionalism and integrity by maintaining confidentiality, fostering an ethical work environment, preventing inappropriate behavior, providing proper recognition to others, and handling all situations honestly and respectfully.
- Remains adaptable and open to new ideas and information; effectively manages changing priorities, transitions between tasks, and varying customer and business demands.
- Effectively manages multiple priorities and deadlines while performing in a fast-paced environment.
- Performs all duties with a sense of urgency while maintaining a high level of accuracy and attention to detail.
- Safeguards and protects all confidential, proprietary, sensitive, and classified company information in accordance with company policies and applicable regulations.

Physical Demands:

- Physically able to move at least 20 lbs. without assistance.
- Physically be able to sit for long periods of time.

Benefits:

Full time position offers a competitive benefit program to include Medical, Dental, Vision, Health FSA, Dependent Care FSA, Short-Term Disability, Long Term Disability, Life Insurance, Home and Auto Discount program, Vendor Discount Program, 401(k) with matching contribution, Accrued Vacation, Sick, and Personal time and Paid Holiday Benefit. Employee referral bonus, and resident referral bonus.

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