



Who We Are – Company Overview & Culture:

ColRich is a second-generation family owned residential real estate company based in the heart of Little Italy in Downtown San Diego. For over 40 years, ColRich has been an industry landmark continually recognized for integrating design and value into creative residential solutions. Our pioneering family-run company has grown to incorporate single-family homes, townhomes and mid-rise condominium construction into our development repertoire and has become one of the leading multifamily owners, with 17,000 units in the western United States.

Importantly, ColRich's commitment to forward-thinking architecture, global design elements and attention to detail in product and service results in quality homes that truly appeal to homebuyers and renters. ColRich attracts professionals who are highly motivated, self-driven and results oriented.

Our ideal candidate is someone who has humility, a strong work ethic, creativity and a sense of ownership of their role and responsibilities. These are the company's core values and the foundation on which our company's success is built upon.

How We Work – Our Core Values:

- **Family** – We are a family run business and treat every member as such. ColRich relationships are based upon trust, transparency, and respect.
- **Work Ethic** – The ColRich team brings passion to their work, always giving 100%. Our team members roll up their sleeves and are hands-on participants at every level of the organization, supporting their colleagues and the overall platform to produce the best product at the highest standard.
- **Humility** – No matter the title or seniority level, every member remains grounded and in service to the team as a whole. Team members let the situation, instead of their title or ego, dictate how to best serve the company and one another.
- **Creativity** – We have a creative and collaborative work environment that remains nimble in an ever-changing marketplace. We value new ideas and expect each team member to be adaptable beyond their core function. ColRich places a heavy emphasis on a constantly evolving workplace to create, develop and innovate.
- **Ownership** – Every team member takes onus of their role. Knowing their role has a direct impact, each team member approaches their work with a pride of ownership.

Perks:

- Little Italy/Downtown [location](#) for convenient access to great restaurants and after hour activities
- Transit options paid by company including coaster, trolley and buses
- Monthly employee engagement events held both on and off site

For more information or to submit a resume email humanresources@colrich.com

ColRich provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, ColRich complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. ColRich expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of ColRich's employees to perform their job duties may result in discipline up to and including discharge.

Position: Accounts Payable/Treasury Specialist – San Diego, CA

Reports to: Controller

About the Role: Under the supervision of the Controller, the Accounts Payable/Treasury Specialist plays a key administrative role in the organization by supporting corporate banking services and full cycle accounts payable functions. The Accounts Payable/Treasury Specialist collaborates with multiple departments throughout the company to ensure the timely and accurate processing of invoices and payments to outside vendors as well as assisting with the quarterly investor distribution process. A successful candidate is reliable, detail oriented, organized and possesses strong problem-solving skills.

Specific responsibilities include:

- Assist with the administration of opening/closing bank accounts and updating existing/implementing new banking services
- Assist the banking administrator maintain user logins, bank accounts and payment instructions for 7 banks
- Complete monthly analysis and reporting of bank fees to include bank billing error resolution and follow up
- Periodically initiate domestic and international wires and Automated Clearing House (ACH) transfers
- Perform full cycle accounts payable functions for multiple entities in accordance with company policies and best practices (code invoices, vouchers, expense reports, etc., with correct codes to ensure proper entry into financial systems; process invoices for payment against contracts and commitments; investigate and resolve problems associated with processing of vendor invoices)
- Assist with W-9 vendor management by requesting and tracking compliance documentation as needed
- Assist with the annual preparation and filing of 1099s
- Research and resolve a variety of routine internal and external inquiries concerning vendor account status to include communicating the resolution of discrepancies to appropriate persons
- Reconcile and process credit card statements, keep track of all company credit card spending and make payments on credit cards as needed
- Process mileage reimbursement requests in accordance with company policies and best practices
- Maintain documentation for existing processes and document procedures for new processes
- Perform other duties as required to support the Accounting Department

Requirements:

- Associate degree in accounting; bachelor's degree preferred
- 4+ years of relevant experience in payables and treasury functions
- Understanding of banking services, standards, best practices, clearing systems and payment technologies
- Knowledge of Generally Accepted Accounting Principles
- Understanding of month-end close process
- Real estate/multifamily/development experience a plus
- Highly proficient in Microsoft Office Suite (intermediate to advanced Excel skills desired) with requisite computer skills; the ability to learn new systems quickly
- Strong written, verbal, and interpersonal communication skills
- Exceptional organizational skills and ability to prioritize tasks and anticipate the needs of a dynamic team
- High commitment, service orientation and ability to work well both independently and as part of a team

Compensation and Benefits:

- Base salary and discretionary annual bonus competitive with industry standards
- Health and dental insurance paid fully at the employee level by employer
- Eligible upon hire for 401(k) plan
- Paid holidays and vacation time

ColRich provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, ColRich complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. ColRich expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of ColRich's employees to perform their job duties may result in discipline up to and including discharge.