



M O R T G A G E

**Accounts Payable Specialist  
Atlanta, GA**

BankSouth Mortgage is seeking an experienced AP Specialist for their corporate office located in Buckhead, Atlanta.

Essential Functions

- Process, code and pay all invoices pertaining to BankSouth Mortgage
- Process all check requests
- Review all expense reports for proper coding and documentation
- Process Merchant Services transactions and post general ledger entries
- Process paid outside of closing deposits
- Reconcile vendor statements, research and correct discrepancies
- Assist in month end closing
- Process/maintain fixed assets, prepaids and autopay billing
- Report sales taxes by calculating requirements on paid invoices
- Assist in various accounting reconciliations and analyses

Compliance

- Responsible for learning, understanding and practicing required fraud prevention practice, BSA and OFAC compliance requirements.
- Ensure that BankSouth Mortgage adheres to all applicable federal and state regulations
- Maintain confidentiality of all customer files & associated information
- Comply with safekeeping procedures for sensitive documents

Qualifications/Experience

- Position requires attention to detail, accuracy and ability to coordinate and prioritize workday efficiently; must work efficiently and accurately under pressure
- Critical thinking and analysis skills
- Above-average written and verbal skills
- Excellent research and decision-making abilities
- Computer proficiency including, but not limited to accounting, mortgage loan processing, word processing, spreadsheet, database software
- Minimum of a high school diploma or GED required, two (2) or four (4) year degree in business, finance or related field preferred
- Prior financial accounting experience; prior experience in mortgage accounting with loan accounting software preferred

Qualified individuals should apply online at [www.banksouthmortgage.com/careers](http://www.banksouthmortgage.com/careers).

BankSouth Mortgage is an Equal Employment Opportunity (EEO) Employer committed to diversity in the workplace. It does not discriminate against any qualified employee or applicant on the basis of age, race, color, sex, religion, national origin, disability, protected veteran status, genetic data, gender identity, sexual orientation or other legally protected status.