



Accounts Payable Specialist

Are you passionate? Driven? Confident? Conscientious? Inspired by design? Do you want to work for a company free of egos but full of ambition?

Who We Are

Inspired by our purpose of Thoughtful Urbane Densification, MOSAIC is committed to building rowhomes and apartments where great design isn't a luxury, it's a given. Everything we do is about creating well designed homes with enduring value. Attention to detail and our passion for providing delightful service have made us an industry leader and an inspiring team to be a part of.

The Opportunity

On our growing team, the Accounts Payable Specialist is responsible for the accurate and timely processing of invoices for their assigned projects while providing an exceptional level of customer service to our suppliers, vendors, and colleagues.

What We Offer

- A competitive package – pay, bonus, company paid benefits, tuition reimbursement and regular internal and external learning opportunities;
- An awesome culture – open spaces for collaboration, tons of fun social events to build relationships and of course, talented & passionate colleagues to work alongside with; and
- A team that lives our core values of doing the right thing, doing work to be proud of, being a great place to work, being the best, and being profitable.

What You Bring

- To start, you are organized and detail oriented. You like working in a fast paced environment where you can build relationships and provide exceptional customer service;
- Second, you love what you do and have already experienced success in your last 2+ years working in an Accounts Payable role within the real estate development or construction industry;
- Third, you have the drive, energy and determination to make things better. You embrace feedback and aren't afraid to have an opinion or make a suggestion; and
- Finally, you display a positive, professional and polished communication style. You are the ultimate team-player who brings out the best in yourself and others.

Above all, we're looking for someone who works hard and genuinely cares about their job, their co-workers, and the people who buy the homes we build. Interested? To apply, send your resume to careers@mosaichomes.com – be sure to include "Accounts Payable Specialist" in the subject line. We'll follow up if it looks like you may be a fit.