

# Automated AP Operator

## Hi, We're AppFolio.

We're innovators, changemakers, and collaborators. We're more than just a software company — we're a cloud-based powerhouse that creates products to make our customers' lives easier. We're revolutionizing the way people do business, and we want your ideas, your enthusiasm, and your passion to help us keep on innovating.

## We love where we work, and you can, too.

To find out more about what AppFolio has to offer, check out [appfolioinc.com/careers](https://appfolioinc.com/careers).

## Who we are looking for:

AppFolio is on a mission to offer innovative AI solutions for the real estate market. Operators help support our AI-powered products. We are looking for Operators to assist our Automated Accounts Payable AI. If you are looking for flexible part-time work; You can do this job from anywhere. All you need is a reliable internet connection. We are interested in people who may have experience in bookkeeping or accounting but this is not a requirement. This job is ideal for someone who is detail-oriented, dependable, and adaptable.

## What you'll do:

- Review invoices and ensure that key fields are categorized accurately
- Transcribe details from invoices as needed
- Follow precise procedures to assist in training the AI models
- Collaborate with Product Development by providing quality feedback to enhance overall service
- Gain exposure to accounting and property management industries

## Requirements:

- Strong written English
- Some college education preferred
- US Citizen
- Available to work 10-20 hours per week
- Able and willing to take part in a 1-week Onboarding program

## **Statement of Equal Opportunity**

*At AppFolio, we value diversity in backgrounds and perspectives and depend on it to drive our innovative culture. That's why we're a proud Equal Opportunity Employer, and we believe that our products, our teams, and our business are stronger because of it. This means that no matter what race, color, religion, sex, sexual orientation, gender identification, national origin, age, marital status, ancestry, physical or mental disability, or veteran status, you're always welcome at AppFolio.*