

WESGROUP

Accounting Specialist Supervisor

Vancouver

Wesgroup Properties started as a family business in British Columbia more than 50 years ago and today is one of Western Canada's largest private real estate organizations with a diversified portfolio spanning residential and commercial real estate in most asset classes. Wesgroup owns and manages over 2.2 million square feet of commercial property and has built more than 6000 homes in 100 communities.

Wesgroup is looking for an action oriented team player to work closely with the Income Producing Properties (IPP) Accounting Team and the Corporate Accounting Team to serve as the Accounting Specialist Supervisor. The incumbent will be responsible for most of the full-cycle accounting of receivables and payables originating from IPP and Corporate activities. This opportunity requires a results-oriented individual, who thrives on building relationships and accepting new challenges within a fast paced environment.

This position will report to both the Manager, Corporate Accounting and Manager, IPP Accounting. The volume of transactions will be comparatively larger for the IPP activities.

Job Responsibilities:

The responsibilities for the Accounting Specialist Supervisor include the following:

Receivables

- Manage the accounting of rent collections from IPP activities including EFT, Pre-authorized debits and manual checks
- Reporting on the receivables aging by property and consolidated basis
- Manage the documentation of receivables collection efforts whilst working with the IPP Accounting team and the Property Management team
- Manage the technology platforms that will integrate with multi-family apartment rent collections (i.e. Rentmoola, Paypal ...)
- Assist Property Accountants, as required, on invoicing and billing

Payables

- Serve as the Payscan administrator and oversee the payables workflows for all Corporate and IPP activities
- Sorting, batching and data entry of all invoices
- Preparation of monthly cheque runs and manual cheques for all companies
- Maintenance of new and existing vendor information
- Filing of all accounts payable information
- Reconciliation of vendor statements
- Ordering of cheque stock for new and existing bank accounts
- Maintenance of invoice approval forms

Management

- Manage a team of one additional accounting specialist, which over time, is expected to grow

Qualifications and Knowledge:

- 3 - 5 years in accounting related support role
- Experience in Yardi Voyager 7S is essential
- Strong technology skills required

WESGROUP

- Very detail orientated
- Good communication skills
- Strong organizational skills

We will provide a competitive salary and benefits package for the right candidate as well as a professional and rewarding working environment. If you are interested in this exciting opportunity please visit our website at www.wesgroup.ca/careers/ and apply with your resume and cover letter.

We thank all applicants for their interest however only those selected for follow-up will be contacted.