

**Position:** Accounts Payable Administrator

**Location:** Downtown Vancouver

**About BOSA:**

The story of Bosa Properties is one of entrepreneurship, commitment and a passion for real estate and construction that began over 50 years ago. Decades in the business have taught us how to create homes that are timeless in design, universal in their appeal, and comfortable for homeowners at every stage of life. Being a forward-thinking company matters to us and influences everything from where we build our projects to the amenities and technologies we build into them.

*Bosa is proud to have been named an Aon Best Employer for 2017 and 2018, ranking among the top 1/4 of all Canadian employers based on engagement, leadership, performance culture and employment brand.*

**About the Role:**

Working with a skilled team of six, the Accounts Payable Administrator will work closely with our Income Producing Properties team. While the focus of this role is accounts payable, you will also be involved in ad-hoc projects and other elements of the accounting cycle. Your key responsibilities include:

- Receive and verify invoices related to Investments and Income Producing Properties;
- Ensure invoices have accurate coding and approvals before processing into the accounting system;
- Code and enter employee expenses in an accurate and efficient manner;
- Reconcile and enter corporate credit card transactions;
- Assist with weekly cheque runs and EFT payments;
- Handle vendor inquiries in a professional manner via email and telephone;
- Provide an excellent level of customer service to both internal and external customers;
- Take on additional projects and day-to-day responsibilities as required.

**What you Bring:**

You are an experienced Accounts Payable professional that is used to high volume A/P environments and complex coding. You enjoy working with a team and dealing with multiple departments, and your strong communication and interpersonal skills have always been a major asset in developing strong partnerships at work. You enjoy learning, seeing new challenges regularly, and helping to pass on information and training to your team.

**Our Must Haves:**

We are looking for the following skills and experience:

- 1-3 years of experience in an accounting role within a high-volume environment;
- Experience and understanding of computerized accounting systems (Yardi Voyager would be an asset);
- Attention to detail;
- Good communicator;
- Ability to work individually and as a part of a team;
- Exceptional organizational and time management skills;
- Excellent MS Office skills (Excel, Word, and Outlook);

- A positive attitude, team player and exceptional interpersonal skills;
- Results-oriented;
- Ability to work quickly and accurately.

#### **Your Rewards:**

Our most important offering to anyone that joins the Bosa Properties team is our culture of innovation, achievement, and ownership. We bring out the best in each other by constantly striving to be world class in all we do. These values are reflected in our Real Estate Projects, our Company, and our People.

At Bosa, we also offer a very competitive compensation structure that supplements your regular income with a robust benefits package:

- **MSP, Medical and Dental Coverage:** Our industry leading benefits package covers you and your dependents at no cost
- **Friends and Family Program:** Early and exclusive access to our newly released projects
- **BOSAconnect™:** Our annual development conference that is designed and hosted by our leadership and complemented by a range of world-class speakers and workshop experts.
- **RRSP Matching Program**
- **Professional Development and Education Support**

#### **How to Apply:**

Please submit an application using the links provided, or by sending an email to [people@bosaproperties.com](mailto:people@bosaproperties.com). We value your interest in the Bosa Family of Companies. While we can only respond to shortlisted applicants, we will keep your information on file and consider you for future opportunities as they come available.