

**Position:** Accounts Payable Administrator

**Location:** Vancouver, BC

**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:**

The Accounts Payable Administrator works on a team with 6 AP accountants who report to the Accounts Payable Manager. This role is an opportunity for a young professional to gain experience with high-volume, complex accounting while servicing numerous stakeholders both internally and externally. The team handles the AP processing for multiple entities with multi-level coding.

The ideal candidate is someone who enjoys problem-solving, has excellent communication skills and is looking to learn and develop in their career.

Summary statement of the responsibilities of the role:

- 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:**

Our ideal candidate is someone who has excellent attention to detail, coupled with exceptional organizational and time management skills that allow them to work quickly, as well as accurately, in a results-oriented environment. This person will have the ability to work both individually and as part of a team, while always demonstrating a positive, enthusiastic attitude. We are looking for someone who excels at interpersonal relations and is comfortable reaching out to a variety of stakeholders at all levels of the Company.

**Our Must Haves:**

- 1-3 years of experience with high-volume accounting;
- Experience with computerized accounting systems, such as Yardi Voyager;

- Excellent communication skills;
- Excellent MS Office skills (Excel, Word, and Outlook).

#### **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.
- **Professional Development and Education Support:** Education grant for individuals pursuing their CPA designation
- **RRSP, Retirement Savings Plan:** 100% Employer matching up to 5% of your base salary.

#### **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.