

Position: Accounts Payable Manager

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 Manager is accountable for leading and managing the day to day activities of the Accounts Payable team. The Manager will lead and oversee the Company's A/P programs and related corporate programs, including expense reimbursements, automated vendor payment programs, corporate credit cards, etc.

As a key leader in the Accounting group at Bosa, this role is tasked with achieving cost efficiencies and overall process effectiveness across the organization. Day-to-day responsibilities will focus on ensuring the integrity of related financial information, continuous improvement of related programs, and strong management of a team of six professionals.

Additionally, the A/P Manager will be responsible for the following:

- Oversee and be personally involved in all day-to-day accounts payable activities, including auditing records, performing payee ledger reconciliations, following up outstanding reimbursements, preparing EFT batches to fund payments, etc.;
- Monitor and maintain system approval workflows and recommend required security set-up to ensure appropriate segregation of duties;
- Manage all employees within the Accounts Payable team, including hiring, on-the-job training, coaching, workload monitoring, etc.;
- Maintain and contribute to the development, continuous improvement, re-engineering and automation of company-wide processes, policies, procedures and systems related to accounts payable;
- Create, review and analyze reporting and measures for key performance indicators to ensure the integrity and timely processing of the information and to analyze effectiveness of the accounts payable function.

What you Bring:

To be successful in this role, you should have demonstrable experience from a complex organization with multiple entities and a shared service model. You should also be a great manager that blends the ability to motivate and lead with an uncanny eye for detail. You are passionate about "owning" your job, and you are proud of your communication style, work ethic, and analytical ability.

Our Must Haves:

We are looking for an experienced manager that has the ability to easily recognize inefficiencies in processes, and is excited about the opportunity to refine and build their department as both a team, and a service to the organization as a whole. Alongside these characteristics, we are looking for the following skills and experience:

- 4-6+ years of accounting experience;
- Working knowledge of internal controls;
- Advanced working knowledge of MS Office applications;
- Previous experience supervising a team of at least three;
- Previous exposure to electronic payment methods and to Yardi software is an asset;

Additionally:

- Excellent communication skills, both written and verbal;
- Effective management and team building skills;
- Strong analytical and problem-solving skills;
- Strong work ethic;
- Good organizational and decision-making skills
- Detail-oriented;
- Capability to handle high volumes of work.

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.**
- **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. 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.