

Intermediate Accountant, Accounts Payable (AP)

Location: Downtown Vancouver – Vancouver, B.C.

About BOSA:

The story of the Bosa Family Companies is one of entrepreneurship, commitment and a passion for construction that began over 50 years ago. The wholly-integrated, family-run company is backed by a longstanding history of excellence in development, contracting, and asset-management, making it one of Canada's most respected privately-owned brands. With an uncompromising commitment to quality construction and innovative design, the Bosa Family Companies – through its subsidiaries, Bosa Properties and BlueSky Properties – has cemented its reputation as one of the British Columbia's top developers, and boasts an extensive portfolio of residential, commercial, industrial and mixed-use urban properties.

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 Intermediate Accountant, AP, works on a team with six 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. Summary statement of the responsibilities of the role:

- Receive and verify invoices related to the Investments companies;
- Ensure invoices have accurate coding and approvals before processing into the accounting system;
- Code and enter employee expenses in an accurate and efficient manner;
- Manage 15 corporate credit cards ensuring on time payments and proper month end reconciliations.
- Assist with weekly cheque runs and EFT payments;
- Handle vendor inquiries in a professional manner via email and telephone;
- Process GST payments and net filing of all 60 active revenue producing companies;
- Various reclassing journal entries related to credit cards and GST payments
- Take on additional projects and day-to-day responsibilities as required.
- Assist corporate accountants with month-end intercompany transactions between construction and development companies
- Assist Investments team with lending corporation, ensuring loans are added correctly and interest is calculated properly throughout course of loan.

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:

- At least 1-3 years of experience with high-volume accounting;
- Experience with computerized accounting systems, such as Yardi Voyager, Sage Timberline/Timberscan;
- Excellent business communication skills, both verbal and written
- Advanced Excel (Ability to create spreadsheets, vLookups, Pivot Tables) skills

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
- **RRSP Matching:** We support your future goals by matching up to 5% of your RRSP contributions.
- **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**

How to Apply:

Please submit an application at this [link](#). 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.