
Accounts Payable Specialist – 15 Month Contract

ABOUT SHAPE

SHAPE is the real estate investment, development and management company leading some of the largest and most exciting projects in North America including The Amazing Brentwood and The City of Lougheed in Metro Vancouver. With more than 370 acres in our growing portfolio, SHAPE manages over 4M sq.ft of commercial space with over 3M sq.ft. of residential space under construction.

Through our fully integrated platform, SHAPE specializes in complete neighbourhoods with a top-calibre mix of shops, restaurants, residences, entertainment and a complete range of daily services with transit connected. With a thoughtful approach and continuous pursuit of innovation, we think differently to ensure our projects are relevant and dominant for the future of real estate.

ABOUT THE ROLE

SHAPE is currently seeking an Accounts Payable Specialist for a 15-month contract. The Accounts Payable Specialist will be responsible for processing a high volume of invoices and payments in an accurate and timely manner. The candidate will also provide administrative and ad hoc support to the Development Accounting team. The ideal candidate should have a basic understanding of accounting principles, be ethical, thorough and have strong attention to detail.

Primary Responsibilities

Primary responsibilities include but are not limited to:

- Process a high volume of invoices, payments, and commitments in accounting system (Yardi) in an accurate and timely manner based on monthly reporting cycles
- Reconcile weekly bank statements
- Process monthly GST returns
- Completion of supporting documents for funding requests
- Manage accounts payable email inbox; ensure proper distribution of invoices to various departments
- Provide support to the Development Accounting and Cost Accounting teams
- Various administrative duties such as filing and bank runs
- Other ad hoc special projects as required

Qualifications

Required Knowledge, Skills, and Abilities:

- Performs job duties in an accurate, detail-oriented and productive fashion
- Hard-working with a strong sense of urgency, ability to prioritize tasks and adaptable to change
- Enthusiasm and genuine passion for real estate and construction
- Delivers and demands excellence in everything they do
- Displays service excellence in dealing with internal and external parties
- Energetic, friendly, collaborative and team-oriented work style

Required Training and Experience:

- Minimum 2 years of accounts payable experience
- Yardi experience considered a major asset
- Work experience in real estate development or construction is an asset
- Intermediate to advanced skills in Microsoft Office (Word, Excel)

Working Conditions

SHAPE's corporate office, located in the downtown Vancouver business district, is where the successful candidate may expect a comfortable and collaborative work environment in a modern office setting.

To apply, please visit our website at <http://shapeproperties.com/careers>