

THIRD SPACE PROPERTIES – ACCOUNTS PAYABLE SPECIALIST

Overview of Third Space Properties:

Third Space Properties Inc. (call us “Third Space”) is a values-based property investment, development and management company based in Vancouver. We are a new company with a talented team of experienced people who love this city and want to make a positive impact.

Vancouver is our home and we want to help its people, businesses and communities thrive.

Space is what we do. We create spaces to live and spaces to work. We are active in commercial and residential real estate across Metro Vancouver. We like to work on different kinds of projects including condo, purpose-built rental, mixed use, office and industrial.

We measure our success a bit differently too. We don't have one bottom line, we have three. People, Planet, Profit. This balanced approach ensures we consider our impact on the environment and all of our stakeholders in tandem with our commercial interests.

The development pipeline at Third Space is an exciting and diverse collection of upcoming projects and we are always seeking new opportunities. We also own and manage a growing portfolio of income producing properties comprised of a mix of multifamily and commercial buildings across Metro Vancouver. It is our goal to sustainably grow this portfolio over time through acquisition and development.

We are currently in growth mode at Third Space as we build our in-house accounting, finance, development and asset management teams.

As a new employee at Third Space you will have the opportunity to leave your mark on the dynamic culture that we are building.

Third Space is looking for a motivated Accounts Payable Specialist to join our Accounting team. The Accounts Payable Specialist will be an integral part of the team, interacting with vendors, processing purchase orders and invoices, ensuring all vendors are paid in a timely fashion, and assisting with the Accounts Payable cycle. Third Space Properties is currently implementing Yardi Voyager 7S and this role will require an individual who is open minded and able to adapt. This role reports to the Senior Property Accountant.

KEY RESPONSIBILITIES

- Review and process invoices in Yardi Voyager 7S;
- Liaise with property managers to resolve invoice/purchase order issues;
- Maintain new and existing vendors information;

- Prepare bi-monthly and manual cheques for all companies;
- Reconcile vendor statements;
- Respond to queries from vendors in a timely manner;
- Administer the Builder's Lien Holdback process;
- Prepare retention cheques;
- Record and process daily bank deposits;
- Ad-hoc projects as they arise.

QUALIFICATIONS & KNOWLEDGE

- High level of attention to detail and dedication to quality;
- Solid organizational and time management skills, with an ability to effectively manage and prioritize multiple tasks while working independently;
- Excellent interpersonal skills, including a proven ability to build relationships;
- Excellent oral communication skills and ability to draft clear and concise written communication;
- Positive attitude and able to multi-task and meet deadlines within a fast-paced environment;
- Able to work well in a team environment;
- Must have strong Microsoft Excel skills;
- Minimum 3 years AP experience;
- Yardi Voyager 7S experience is an asset.

Third Space provides a competitive salary and benefits package as well as many other perks and benefits.

Please send your application via email to work@third.space. We thank all applicants for applying; however, only qualified applicants may be contacted.