

# ACCOUNTS PAYABLE CLERK

## Vancouver, British Columbia

### About TL Housing Solutions

TL Housing Solutions (“TL”) is an alternative housing provider that seamlessly finds, plans, and executes government-financed projects on behalf of our non-profit partners. With true development expertise, planning and permitting acumen, and strong partnerships (including in-house construction capacity), TL Housing Solutions links the entire process together from beginning to end, ensuring maximum value for all clients, partners, and the community.

Over the past ten years, TL has delivered innovative housing models to a market eager for alternative solutions with a proven, comprehensive system designed to benefit legions, churches, assisted living projects, and more. With more than 2,500 units either complete or in progress, TL Housing Solutions, a sister company to Townline, offers a significant way to give back to our community – and an even better way to look forward.

TL offers a competitive compensation package, and a comprehensive health benefits program. This is an exciting opportunity for someone who is looking for experience in the rewarding field of social-purpose housing development and with one of BC’s most respected and proven developers.

### Role & Responsibilities

The duties of the Accounts Payable Clerk may include but are not limited to the following:

- Supporting the Accounts Payable Clerk;
- Answering inquiries from suppliers and subcontractors regarding payment status;
- Preparing holdback documents; tracking holdback timelines;
- Matching invoices to purchase orders by using the Procore program and reviewing invoices to trade agreements and price lists, as required; checking for errors;
- Monitoring and reviewing subcontracts for billing requirements including WorkSafeBC and Statutory Declarations;
- Work with construction manager/construction coordinators of cost coding and PO matching
- Preparing expense forms and code for reimbursement;
- Monitoring and coordinating credit card purchases and receipts from staff;
- Monitor job costs and ensure they are coded and within budget;
- Managing the AP email: printing cost code and attaching backup for any delivery slips or work orders;
- Working with Construction manager to review invoices and submit with Accounting
- Reviewing statements for outstanding invoices and following up as required;
- Using SAGE to track submitted vs processed invoices;
- Working with the Accounting team on job costs and reporting;
- Preparing back charge forms based on invoice reviews with Sr. Director of Construction;

- Following up with vendors for invoice revisions;
- Responding to vendor queries about payment/ outstanding invoices;
- Reviewing job cost reports and preparing contingency transfers;
- Using Procore to log and track invoices against PO's;
- Using Procore to log and track progress draws against subcontracts as set up;
- Credit card summaries – tracking receipts and cost coding;
- Setting up purchase orders when needed with SOV's;
- Learning and implementing Procore Financial Management best practices;
- Creating additional reports, as required;
- Maintaining credit application log for credit applications;
- Reviewing and submitting bi-weekly timesheets for hourly TLHS staff
- Assist with updating information on Procore
- Reconcile vendors statements;
- Maintain online login portal information for various service providers.

**Skills and Requirements:**

- Bachelor's degree or Diploma in Accounting, Finance, or Business Administration preferred but not required;
- Two + years direct experience in an Accounts Payable capacity;
- Project Accounting experience is an asset;
- A strong understanding of the billing cycle and how to track invoices and payment;
- Proficiency in Sage 300 Construction and Procore considered an asset;
- A self-starter with a keen interest in the Construction industry;
- Must possess a high level of moral judgment for handling confidential information and monetary transactions;
- Experience in gathering data, compiling the proper information, and preparing financial reports;
- A team player who works well in a collaborative environment;
- The ability to handle a substantial workload, multitask, and prioritize in a fast-paced environment;
- Strong written and oral communication skills, with the ability to communicate effectively with all levels of employees and outside parties;
- A creative thinker and effective problem solver;
- A strong work ethic, attention to detail and excellent organizational skills;
- Proficiency in Microsoft Office (Excel, Word, Powerpoint, Outlook, etc.);

**Applications:**

To apply, please visit: <https://townline.bamboohr.com/jobs/view.php?id=77>