



Accounts Payable

Responsibilities:

- Check and distribute mail
- Check invoices sent by e-mail
- Process high volume full cycle accounts payable
- Match invoices to PO's and contracts
- Code invoices
- Digitally/manually distribute invoices for approval
- Enter invoices into accounting software once approved
- Process cheque runs twice a month and forwarding cheques for signatures
- File invoices
- Check WorkSafeBC Status and print Clearance Report
- Monitor Statutory Declarations
- Create & maintain vendors (change addresses, update Liability Insurance)
- Provide job cost reports to Colleagues as needed
- Liaise with vendors on payment status in a professional manner as required
- Reconcile vendor statements
- Communicate with project managers, accountants, vice presidents and directors to resolve issues if required
- Prepare Credit Applications as needed
- Code credit cards, ensure receipts are attached for all expenditures and obtain approvals for payment
- Assist with month-end, quarter-end and year-end procedures as required
- Prepare monthly and quarterly account reconciliations
- Maintain land assessment sheets and prepare yearly tax to the District of West Vancouver
- Cover reception during breaks
- Perform other related duties as assigned

Requirements:

- Three + years direct experience in an Accounts Payable capacity
- Knowledge of Sage 300 is preferred but not required
- Proficiency in Microsoft Office (Excel, Word, Outlook, etc.)
- Strong written and oral communication skills, with the ability to communicate effectively with all employees (accounting and operational) and outside parties
- Detail oriented with excellent organizational, time management and organizational skills
- A team player who works well in a collaborative environment
- Experience in real estate/construction industry is an asset