



## AP ACCOUNTANT

Vancouver, BC

Based in Vancouver, Pacific Reach Properties is a premier real estate company with a portfolio comprised of commercial, multi-family and hotels assets throughout North America.

### **Job Summary:**

Reporting to the Controller, the AP Accountant will be responsible for all aspects of the accounts payables processes for all properties.

### **Key Responsibilities:**

- Review account coding for consistency and post to appropriate ledger accounts
- Prepare payments, match cheques with invoices and coordinate signing by senior management
- Monitor the outstanding cheque list and write off stale-dated cheques on a monthly basis
- Ensure that all GST/PST/HST is calculated and accounted for correctly
- Perform regular entry and filing of account payable invoices and cheques
- Liaise with property managers and vendors in all matters concerning accounts payable
- Coordinate collection and processing of vendor invoices, ensuring approval, correct coding & appropriate supporting documentation
- Process Amex and Visa payments for all properties
- Process EFTs, ACHs, and cut cheques
- Review the A/P subledger on a quarterly basis, and investigate aged items for existence and accuracy
- Handle supplier phone calls and other requests
- Complete vendor statement reconciliation and perform inquiries/follow up where needed
- Work with Purchase Order documents to ensure accuracy when flowing through to the accounts payable system
- Proactively identify areas for potential process improvement and further efficiencies, such as reaching out to vendors to streamline the payment process through EFT rather than cheque
- Provide coaching and supervision to the Accountant Assistant where needed
- Work with the Treasury department for cash management purposes and to perform controls over adequate cash in each bank account before releasing payment
- Complete ad hoc tasks as requested by the Controller

### **Experience & Qualifications:**

- Completion of high school and commerce/business courses at a college/university level
- Minimum 50 wpm typing speed
- Familiarity with Microsoft Excel is an asset
- Previous accounts payable experience preferred
- Experience with Yardi accounting system and Yardi Payment Processing preferred
- Thinks outside of the box and will proactively identify opportunities for process improvement
- Detail oriented, organized, and has a strong work ethic and time management skills

- Strong written and oral communication skills
- Is able to work in a fast-paced and high-change environment
- Takes personal ownership and has the ability to work independently

**Applying:**

Please submit both a resume and college/university transcript to **mchoo@pacificreach.com** if interested, with “AP Accountant Application” in the subject line. Cover letters are optional.

We thank you in advance for your interest, and note that only candidates selected for an interview will be contacted.