

ACCOUNTS PAYABLE CLERK

ABOUT US

At Bold, we're driven by the human experience of space, merging technology & design to create unparalleled homes. We believe the human experience should drive every detail. We're not just developers. We design, build, and sell homes that put people at the forefront. Our human-centered approach extends to our people, as our working culture promotes creativity and collaboration within our passionate team of real estate professionals.

PRIMARY DUTIES & RESPONSIBILITIES

The Accounts Payable Clerk reports to the Corporate Accountant and maintains all accounts payable duties.

The Accounts Payable Clerk performs a wide range of duties including, but not limited to the following:

- Receiving and verifying invoices and requisitions for goods and services;
- Reconciling invoices to POs, packing slips, vendor's statements and contracts;
- Verifying transactions to comply with financial policies and procedures;
- Following up with vendors in regards to discrepancies with invoices and responding answer vendor's inquiring;
- Coordinating with various departments for invoice approval;
- Processing cheque runs and manual cheques;
- Liaising with the bank for bank drafts, wire transfers, loan draw downs and repayments;
- Organizing and maintaining accounts payable, general ledger, vendor documents;
- Assisting to file periodic GST remittances;
- Performing other duties as required

QUALIFICATIONS

Education

- University degree or college diploma

Knowledge, skills, and abilities:

- High energy with a positive attitude
- Well-developed written and oral communications skills
- Ability to prioritize independently
- Ability to multi-task and meet multiple deadlines in a fast-paced environment
- Ability to handle AP for multiple companies
- Demonstrates solid judgement regarding sensitive information
- Ability to work in a team environment as well as independently
- Strong social skills

Proficiency in the use of computer programs for:

- Excel (MS Office)
- E-mail/Calendar (MS Office)
- Power Point
- Experience using an ERP system (Spectrum or Viewpoint would be a plus)

Experience

- Minimum two years in similar role

Working Conditions

- He/she works primarily in an office environment in our downtown office.
- He/she may be required to work overtime hours in special circumstances

Benefits

- Enrollment in an extended health, vision/dental plan
- RRSP matching program
- Sick days and personal appointment flexibility
- Professional development, educational opportunities, Lunch & Learns
- Secure bike storage
- Access to a company car
- Bold Fridays

How to Apply

- Please submit your resume, including cover letter, to hr@bold.ca
- Application Deadline: October 27, 2017