

Position Title: Accounts Payable (AP)

Department: Accounting

Reporting to the Assistant Controller, Accounts Payable is primarily responsible for full cycle accounts payable for Conwest's group of companies, as well as assisting other Accountants with some accounting related duties such as providing supports and backup for Accounts Receivable and cash management. You will have overall responsibility and accountability for your workload.

Our Team is a flat, fast, and entrepreneurial mix of specialists that add value by solving complex problems. Every day is different, and every project is special. You thrive in this high performance but supportive, casual environment. You bring your own mix of talents to this team and support others, like they support you in your daily endeavors.

We are proud of our company culture and strive to bring the right people into our team, providing our employees with worthwhile, engaging work and a supportive culture that is open to new ideas and opportunities for growth. We bring out the best in each other by constantly striving to be world class in all we do. These values are reflected in our Real Estate Projects, our Company, and our People.

At Conwest, we offer a competitive compensation and benefits package, a casual and family-friendly atmosphere, ongoing education and training, trendy swag, a fabulous office with a well-equipped in-house gym and kitchen built for events in an award-winning building, and so much more.

KEY INTERNAL RELATIONSHIPS

- Reports to Assistant Controller
- Works directly with the accounting team, as well as all employees in a collaborative team-based environment to ensure accuracy, timeliness, and completeness of accounting data.

KEY RESPONSIBILITIES

Accounts Payable

- In charge of full cycle Accounts Payable for Conwest's group of companies
- Receive, distribute, track, code and process trade AP invoices, utility, tax, and other bills
- Reconcile progress billings received from general contractors
- Work with Project and Development Managers in invoice approval process
- Prepare corporate credit card spreadsheets; process credit cards and employee expense report payments
- Prepare cheque runs, quick cheques, and distribute cheques to vendors
- Prepare online bill payments if applicable
- Ensure payment obligations are met on time per company policy
- Reconcile vendor statements and resolve discrepancies
- Respond to vendor inquiries
- Set up and maintain invoice records and other financial records
- Prepare monthly AP reports as supporting documents to working papers

CONWEST

Accounts Receivable (support to Development Accountants)

- Provide supports to Development Accountants in billings and accounts receivable duties
- Prepare monthly AR Aging reports

Cash Management (support to Development Accountants)

- Assist in preparing cash/cheque deposits to the banks
- Assist in bank reconciliations
- Update AP related sections in 45 days cash position forecast spreadsheet
- Update Assistant Controller or Controller with cash requirements to meet payment obligations

Other

- Provide backup to front desk Office Coordinator
- Set up, scan, organize, and maintain accounting records (including bank statements, CRA statements, etc.)
- Assist with development of accounting related internal controls
- Provide input into department's goal setting process
- Other duties and projects assigned by Assistant Controller and Controller

COMPETENCIES

To be successful in this position, the Marketing Coordinator needs the following core competencies:

- Accountability
- Ethical conduct
- Strategic thinking
- Communications proficiency
- Time management

SOFT SKILLS & CHARACTER

Relationship and Collaboration Focused

- Be an active listener to messages being communicated by stakeholders and authentically engage with them in the work of the organization
- Possess a strong level of emotional intelligence (EQ)

Integrity

- Act in a manner consistent with the vision, mission, and values of Conwest
- Consistently demonstrate sincerity, honesty, respect, and empathy in all interactions with stakeholders
- Be highly ethical

Growth Mindset

- Ready to take on new challenges and grow with Conwest
- Self-starter who is passionate about learning the real estate development business
- Comfortable with an environment that flexes with the changing needs of the project and company

CONWEST

Excellent Judgment & Problem Solver

- Efficiently and effectively perceive and assess situations, determine effective strategies to maximize opportunity and minimize risk
- Solution-oriented and a natural problem solver
- Possess the ability to seek creative and non-traditional solutions to unique problems

OTHER REQUIREMENTS

Qualifications

- Bachelors' Degree or Diploma in Accounting, Finance, or Business Administration preferred but not required
- 2+ years of direct experience in an Accounts Payable capacity
- A strong understanding of the billing cycle and how to track invoices and payment
- Attention to detail with high level of accuracy
- Highly organized and self-motivated
- Strong interpersonal and organizational skills
- Ability to meet deadlines and work under pressure
- Clear and effective communication skills
- Working knowledge of MS Word, Outlook, and intermediate Excel
- Able to work well in a collaborative, team-based environment
- Thorough knowledge of accounting procedures and principles
- An understanding of and experience in real estate development/property management accounting would be an asset, but is not a requirement

Start date is immediate.

Salary is commensurate with experience.

For more information or to apply with your resume and cover letter, contact Human Resources by email only to HR@Conwest.com. We thank you for your interest however only well-qualified, local candidates will receive a reply.