



Accounts Payable Administrator

We are seeking an exceptional Accounts Payable Administrator to support the Regional Group and its affiliated companies by holding responsibility for receiving, verifying, and processing invoices and preparing payments.

About us

We:

- empower our people to strive for creativity, uniqueness, and distinction.
- are driven by values of Integrity, Commitment, Innovation, Attention, Balance, Gratitude, and Leadership.
- have a Commercial portfolio of over 2million sf existing portfolio plus additional development potential of over 1Million sf.
- are actively pursuing portfolio growth opportunities.
- have been shaping real estate in Ottawa for 60 years.
- are proud of our fun and professional environment that promotes and rewards learning, development, and success.

About the role

The Accounts Payable Administrator is responsible for:

- performing a three-way match between the vendor invoice, purchase order, and receiving slip.
- verifying coding and processing supplier invoices and expense reimbursements.
- preparing payments.
- resolving vendor inquiries.
- investigating and resolving invoice and purchase order discrepancies.
- reconciling vendor statements.
- gaining proficiency in both Yardi and Newstar Accounts Payable functionality.



About you

You have:

- a College Diploma in Bookkeeping or Accounting, or relevant experience.
- a high proficiency in the use of MS Office suite.
- a keen eye for details.
- excellent data entry skills.
- effective oral and written communication skills.
- excellent interpersonal and organizational skills.

We offer a dynamic opportunity with an attractive base salary and benefits.

Should Regional Group and this position be a good match for you, please email your cover letter and resumé to: recruiting@regionalgroup.com.

If you are an applicant with disabilities and require accommodations, please let us know in advance so that we may arrange for their provision.