



## Accounts Payable Administrator

We are seeking an exceptional Accounts Payable Administrator to support Regional Group and its affiliated companies through the timely receipt, verification, posting, processing for payment and payment of vendor invoices.

### 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 vendor invoice, purchase order, and receiving slip.
- returning vendor invoice to supplier for resolution should the invoice not match the purchase order or receiving slip.
- verifying coding and processes supplier invoices and expense reimbursements.
- preparing invoices for payment.
- resolving vendor inquiries.
- reconciling vendor statements, as required.
- gaining proficiency in both Yardi and Newstar Accounts Payable functionality.

### About you

You have:

- a College Diploma in Bookkeeping or Accounting, or relevant experience desired.
- a high proficiency in the use of MS Office suite.
- effective oral and written communication.



- excellent interpersonal skills.
- excellent 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](mailto: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.