



## Accounts Receivable Administrator

We are seeking an exceptional Accounts Receivable Administrator to support the Regional Group and its affiliated companies by holding responsibility for invoicing, processing accounts receivable, and sending payment reminders.

### 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 Receivable Administrator is responsible for:

- posting monthly rent rolls to the tenant ledgers.
- applying cash receipts to tenant accounts.
- working with the Property Manager to ensure the account receivable is accurate and collected on a timely basis.
- setting up pre-authorized withdrawals for tenants.
- calculating, preparing and issuing customer credits/refunds.
- resolving customer billing inquiries and discrepancies.
- preparing and maintaining periodic AR reports.
- managing payment reminders and collections.
- identifying problem accounts and providing regular updates of receivables.
- gaining proficiency in Yardi Accounts Receivable 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.
- Experience in Yardi AR desirable.
- Experience in Commercial Property Management AR an asset.

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.