



## Sr. Accounts Payable/Accounts Receivable Administrator

We are seeking an exceptional Sr. AP/AR Administrator to support the Group Controller in the operation of the Revenue Producing Properties' accounts payable and receivable activities.

### 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 Sr. AP/AR Administrator is responsible for:

- resolving issues raised by AP & AR Administrators in a timely fashion.
- working with Banking Administrator to address reconciling items from the bank reconciliations for unrecorded deposits and expenses.
- providing AP/AR reconciliation support of the control accounts to subledgers.
- ensuring all cheque runs needed are complete and that cheques are mailed.
- undertaking special projects aimed at improving and streamlining AP & AR processes.
- providing vacation coverage for AP& AR team members and assisting during peak periods for the following duties:
  - Reviewing of AP invoices for coding and accuracy, then posting to the GL.
  - Making online tax and bill payments.
  - Depositing cheques received and updating tenant AR for both commercial and residential.

### About you

You have:

- a College Diploma in Bookkeeping or Accounting, or relevant experience.
- a minimum of 3 years of experience in AP and AR
- a high proficiency in the use of MS Office suite.
- experience in Yardi (asset).
- a keen eye for details.
- excellent data entry skills.
- effective oral and written communication skills.

- excellent interpersonal and organizational skills.
- experience in property management accounting (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.