



Senior Accounts Payable Administrator

We are seeking an exceptional Senior Accounts Payable Administrator to join our Land and Housing Division of our Finance Department providing support the Regional Group and its affiliated companies by assisting with the operation of the AP functions.

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 Senior Accounts Payable Administrator will be responsible for:

- Invoice review and approval
- Intercompany reconciliation actions
- Reconciling the AP subledgers to the control accounts
- Credit card transactions management
- Supervision of AP staff
- Vendor contact
- Vendor payments
- WSIB & Insurance Compliance
- Special projects as assigned

About you

You have:

- Attention to detail
- The ability to work in a high-volume environment

- Excellent analytical skills
- Strong customer service skills
- The ability to meet timelines
- A College Diploma in Bookkeeping or Accounting, or relevant experience
- A minimum of 5 years of experience in accounts payable
- Experience Newstar (asset)
- Proficiency in the use of MS Office suite with an intermediate level of Excel
- 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.

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