



AP Administrator, Land and Housing

We are seeking an Accounts Payable Administrator to support the Land and Housing Division through the timely receipt, verification, posting, processing for payment and payment of vendor invoices.

About the role

Your key accountabilities will include:

- Matching 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 processing supplier invoices and expense reimbursements.
- Preparing invoices for payment.
- Gaining proficiency in Newstar Accounts Payable functionality.

About you

You have/are:

- College Diploma in Bookkeeping or Accounting, or relevant experience
- Proficient in the use of MS Office suite
- Effective oral and written communication
- Excellent interpersonal skills
- Excellent organizational skills

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 2 Million sf.
- are actively pursuing portfolio growth opportunities.
- have been shaping real estate in Ottawa for over 60 years.
- are proud of our fun and professional environment that promotes and rewards learning, development, and success.

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@regionalgrou.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.