



Manager, AR/AP (8-month temporary assignment)

We are seeking an experienced Accounts Receivable/Accounts Payable Manager to strategically manage vendor and customer relationships and to lead the accounts payable and receivable team.

About the role

Your key accountabilities will include:

- Establishing and maintaining strategic relationships with key vendors.
- Leading, inspiring, motivating and mentoring the AP and AR team, including the annual Personal Success Planning process.
- Balancing workloads and responsibilities amongst members of the AP/AR team.
- Overseeing trade accounts payable management, including account reconciliation.
- Managing timeliness and accuracy of monthly accounts payable processes, including payments.
- Managing timeliness and accuracy of monthly accounts receivable processes, including collections.
- Review and approve vendor payments – working in conjunction with funds availability provided by the business units.
- Minimizing late payment charges and, where available, maximizing vendor discounts.
- Establishing and maintaining operational AP and AR policies and procedures to maximize service quality, accuracy, efficiency and effectiveness.
- Seeking continuous improvement of processes.

About you

You have/are:

- a minimum of 3 years of bookkeeping, AR and AP experience
- post-secondary education or suitable professional training and experience as an alternative
- strong understanding of accounting including the relationship between the balance sheet and income statement
- excellent management and leadership skills
- ability to develop relationships with outside vendors
- ability to manage multiple priorities and meet deadlines
- MS Office suite skills including Word, Excel and Outlook
- experience in a high-volume transactional business
- experience developing, documenting, implementing, and maintaining accounting processes

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 3 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@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.