



## Accounts Payable/Accounts Receivable Clerk

We are seeking an experienced AP/AR Clerk to support the treasury function in the operation of the Revenue Producing Properties' accounts payable and receivable activities.

### About the role

Your key accountabilities will include:

- Resolving issues raised by AP/AR Administrators in a timely fashion.
- 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 with the following duties:
  - Reviewing AP invoices for coding and accuracy, then posting to the general ledger.
  - Depositing cheques received and updating tenant accounts receivable for both commercial and residential.

### About you

You have/are:

- A college Diploma in Bookkeeping or Accounting, or relevant experience
- A minimum of 1 year experience in accounts payable & accounts receivable
- Experience in Yardi Voyager (strong asset)
- 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 2 million 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@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.