



Sr. AP/AR Administrator

We are seeking an experienced Sr. AP/AR Administrator to support the Controller in coding, processing payment and collection of corporate accounts payable and receivable functions.

About the role

Your key accountabilities will include:

- Resolving issues raised by AP/AR Administrators in a timely fashion.
- Assisting in the setup of bank accounts to accept and make payments electronically and the migration of the payment process from cheque to EFT.
- Providing support to corporate accountants in reconciliation of AP/AR general ledger accounts to subledgers.
- Ensuring all cheque runs needed are complete and that payments released either through EFT or cheque.
- Collecting of overdue accounts receivable.
- Maintaining interest schedule for overdue receivable balances.
- Ensuring all utility accounts and property tax accounts are registered for online payment to mitigate late payment charges.
- Undertaking special projects aimed at improving and streamlining AP & AR processes.
- Reviewing of AP invoices for coding and accuracy, then posting to the GL.
- Making online tax and bill payments.
- Processing PAD's, depositing cheques received and updating AR as required.
- Providing vacation coverage for other team members and assisting others during peak periods.

About you

You have/are:

- A college Diploma in Bookkeeping or Accounting, or relevant experience
- A minimum of 3 years' experience in accounts payable & accounts receivable
- Experience in Yardi and Newstar is an 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@regionalgroupp.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.