



# MELCOR

LIVE. WORK. SHOP. PLAY.



## CAREER OPPORTUNITY



### Where People Want to Work

Melcor is an award winning employer with a proven track record of caring for and empowering our exceptional team.

If you are a dedicated and passionate financial professional with an ability to develop and exceed financial objectives and you meet or exceed our qualifications, please send your resume to: [careers@melcor.ca](mailto:careers@melcor.ca) re: Accounting Assistant - Payables

*We thank all applicants for their interest and effort in applying for this position. Only candidates selected for interviews will be contacted. Melcor is an equal opportunity employer committed to workplace diversity.*

### Who We Are

We are a diversified real estate development and asset management company. We transform raw land into high-quality finished product in both residential and commercial built form.

We develop and manage master-planned, mixed-use residential communities, business and industrial parks, office buildings, retail commercial centres and golf courses.

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**SEND RESUMES TO: [careers@melcor.ca](mailto:careers@melcor.ca)**

Please include the opportunity title in the subject line.

**Melcor.ca**

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**MELCOR**

# ACCOUNTING ASSISTANT - PAYABLES

## WE ARE LOOKING FOR

### An Accounting Assistant - Payables

to process accounts payable invoices and ensure accurate data recording and verification of all invoices across multiple companies and divisions.

This **12-month maternity contract** position reports to the Manager of Operations and is a key member of our team.

## WHAT YOU'LL DO

Assist with payables processing and data and filing duties including:

- Accurately process invoices to ensure payment is from the proper account and has not been paid



- Perform reconciliation of supplier accounts
- Perform daily and monthly summaries of cash distributions and requirements
- Verify information to accurate maintenance of databases and produce standard and customized reports
- Reconcile GST and submit appropriate documentation
- File invoices and update supplier records
- Maintain and track petty cash
- Respond to payables/receivables inquiries from suppliers, contractors and internal staff
- Complete credit check applications

## ABOUT YOU

- You have 1-2 years of accounts payable experience
- You have systems training and experience with software programs:
  - Microsoft Excel
  - Microsoft Word
  - Reflex
  - Yardi
  - Outlook

- You can demonstrate the ability to meet deadlines and work in fast paced environments
- You have excellent communications skills, both verbal and written

## EXTRA POINTS FOR

- A passion for perfection in terms of accuracy, quality and business relevance
- Proven track record of achieving objectives