



Who We Are

We are a diversified real estate development and management company. We own and manage over 4 million square feet of leasable area, including 52 properties. We strive to be the Property Owner of Choice in our markets by providing outstanding customer care and dependable, high-quality service to our clients.

We Are Looking For

An **Accounting Assistant – Payables** who is committed to championing new technology and processes in providing exceptional support to the team in fulfilling and optimizing our procurement processing.

This full-time position reports to the Accounting Manager – Melcor Properties and is a key member of our team.

What You'll Do

Administer the procurement process for our operations team. This includes:

- Managing our vendor invoice processing by loading invoices into our Yardi software, attaching purchase orders/contracts as needed, and initiating the approval workflow
- Process payments via EFT, bill pay and cheques, coordinating backup and approvals
- Be able to identify and resolve issues related to invoicing, purchase orders, utility accounts and contracts
- Post monthly recurring journal entries; adjusting entries as required
- Provide support to the operations and accounting team for invoice/account/PO matters
- Respond to vendor correspondence in a timely and professional manner. Perform reconciliation of supplier accounts as needed.
- Coordinate and maintain accurate and up to date vendor records, including insurance.
- Complete credit check applications as needed
- Keep electronic and physical files organized and up-to-date
- Provide general administrative support as needed
- Help us maintain our "Gold" service standard

About You

- Previous experience in accounts payable with working knowledge of procurement processes, including purchase orders and contracts
- Comfortable working in an evolving digital environment with a strong background in using electronic systems for processing and correspondence
- You thrive in a high volume, highly detailed environment

- Champion of process improvements: identifying opportunities and leading changes
- Ability to multi-task to meet the demands of multiple stakeholders both internal and external
- You have working knowledge with:
 - Payables life-cycle
 - Complex Administration
 - Microsoft Suite
- You demonstrate strong attention to detail
- You work better as part of a dynamic team
- You work calmly under pressure while maintaining a sense of urgency
- You are a great problem solver, self-motivated and super organized

Extra Points For

- Yardi experience
- Experience with EFT processing and online bank payments
- You have experience in Property Management or Commercial Real Estate

Where People Want to Work

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

If meet or exceed our qualifications, please submit your resume to careers@melcor.ca quoting **“Accounting Assistant – Payables”** in the subject line.

Your submission will be reviewed carefully however only those selected for an interview will be contacted.

Melcor is an equal opportunity employer that is committed to the principle of diversity and looks forward to receiving applications from a wide range of people.