



Who We Are

Melcor is a diversified real estate development and asset management company. We transform real estate from raw land to high-quality residential communities and commercial developments. We develop and manage mixed-use residential, business and industrial parks, office buildings, retail commercial centres and golf courses.

Since 1923, our focus has been the business of real estate. We've built over 170 communities and commercial projects across western Canada since the 1950s and have helped to shape much of Alberta's landscape.

We have been a public company since 1968 (TSX: MRD). We are committed to building communities that enrich quality of life.

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 position will support our Land, Golf and Corporate teams.

This full-time position reports to the Corporate Controller and is a key member of our team.

What You'll Do

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

- Managing our vendor invoice processing by entering invoices into our Reflex software, after ensuring appropriate coding and approvals are in place
- Process payments, coordinating backup and approvals
- Support the implementation of a new payables tool (SAP Concur) currently underway.
- Be able to identify and resolve issues related to invoicing, purchase orders, utility accounts and contracts
- 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 files organized and up-to-date
- Provide general administrative support as needed

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 and demonstrate strong attention to detail
- 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 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

- Reflex experience
- SAP Concur experience
- Experience in Construction or Land Development

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.