**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 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 detail-oriented, highly organized, and comfortable working in a high-volume accounts payable environment.

This full-time position reports to the Accounting Manager – Melcor Properties and is a key member of the accounting team, working closely with property management, operations, vendors, and internal stakeholders to ensure invoices and payments are processed accurately and on time.

**What You'll Do**

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

- Monitor the vendor invoice inbox and ensure invoices are reviewed, entered, routed, and followed up in a timely manner.
- Process invoices in Yardi, including matching invoices to purchase orders, attaching appropriate support, confirming coding details, and initiating approval workflows.
- Prepare and process payments by EFT, online utility bill payment, and cheque, ensuring required approvals and backup are complete.
- Manage multiple utility accounts, including downloading statements, tracking due dates, and ensuring payments are processed accurately and on time.
- Identify and resolve invoice, purchase order, coding, approval, and vendor account discrepancies.
- Respond to vendor and internal stakeholder inquiries in a timely, professional, and service-oriented manner.
- Reconcile supplier statements and follow up on outstanding invoices, credits, debit memos, and payment discrepancies as needed.
- Maintain accurate and up-to-date vendor records, including insurance certificates, WCB documentation, banking information, and other required supplier details.
- Assist with vendor setup, credit applications, documentation requests, and other supplier administration as required.

- Maintain organized electronic and physical records in accordance with internal processes and audit support requirements.
- Provide general administrative and accounting support to the team, including assisting with process improvements and special projects as needed.

**About You**

- Previous experience in accounts payable, with knowledge of procurement processes, including purchase orders and contracts.
- Comfortable working with accounting systems, online banking platforms, electronic workflows, shared inboxes, and digital document management.
- Strong attention to detail, with the ability to accurately process a high volume of transactions in a fast-paced environment.
- Excellent organizational and time management skills, with the ability to manage competing priorities and meet deadlines.
- Strong communication skills and a customer-focused approach when working with vendors and internal teams.
- A proactive problem solver who can identify, investigate, and resolve discrepancies.
- Comfortable adapting to new technology, changing processes, and continuous improvement initiatives.
- Proficient with Microsoft Office, particularly Outlook and Excel.
- Comfortable working independently within a small, focused team while building strong relationships and engaging with colleagues across the organization.

**Extra Points For**

- Yardi experience.
- Experience with EFT processing and online bank payments.
- You have experience in Property Management or Commercial Real Estate.
- Experience with Joint Ventures, Intercompany Transactions and Internal Property Allocations.

**Where People Want to Work**

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.