

JOB TITLE

Accounts Payable Clerk

REPORTS TO

Controller

COMPANY

Chard Development is an award-winning real estate development firm based in Vancouver, B.C. We specialize in urban condominium, rental and commercial projects in Metro Vancouver and Greater Victoria. To date, we've completed over 1.3 million square feet of development and delivered close to 1,400 homes. Our current pipeline includes more than 2,000 homes and half a million square feet of commercial development.

Chard Development is seeking an Account Payable Clerk for their downtown Vancouver location. Reporting to the Controller the successful candidate will be responsible for management of the accounts payable cycle. The candidate is detailed oriented with excellent organizational skills and an ability to prioritize to meet deadlines.

RESPONSIBILITIES

As the Account Payable clerk you will be required to perform the following duties:

Accounts Payable:

- Process all incoming invoices through our automated invoice scanning software and accounting software including coordination of all approvals with respective signing authorities.
- Manage Accounts Payable inbox and respond to all inquiries in a diligent manner.
- Communicate with vendors regarding invoicing matters and reconcile vendor statements.
- Prepare payments via cheque or EFTs.
- Process and follow up on rush items.

Other:

- Audit and verify expense reports.
- Reconcile credit card statements.
- Any other duties as may be requested by the Accounting Team.

QUALIFICATIONS

- Excellent time management and organizational skills.
- Attention to detail.
- Excellent knowledge of Microsoft Excel.
- Strong analytical and problem-solving skills.
- 1+ year experience an accounts payable role
- Sage 300 / Yardi experience an asset.

The ideal candidate has the following qualities:

- The ideal candidate will have proven organizational and multi-tasking skills with an ability to meet deadlines with ownership and accountability.
- Ability to effectively prioritize in a fast paced environment.
- A dedication to providing exceptional service excellence, every day.
- The ability to work both independently and as part of a team.

This organization operates a hybrid working model and offers a competitive health and benefits plan, and long-term career opportunities.

If you meet the requirements and are interested, please submit your resume and cover letter to careers@charddevelopment.com. We thank all applicants for their interest, but only those who are qualified may be contacted.