

Accounts Payable Clerk

About Globe Property Management

Headquartered in Winnipeg, Globe is an independently owned investment firm with more than 6000 units in Winnipeg, Edmonton, Saskatoon, Regina, Ottawa and Montreal. Our company is committed to consistent growth in the real estate investment, development and management sectors.

Our mission is to exceed expectations in client and employee satisfaction and to maximize the value and quality of our properties.

About The Position

Globe is currently looking to fill a full time Accounts Payable position within our Winnipeg portfolio. The successful candidate will perform accounting and clerical tasks related to the efficient maintenance and processing of accounts payable transactions.

JOB SUMMARY

- review and verify invoices and cheque requests
- sort, code and match invoices
- set invoices up for payment
- enter and upload invoices into system
- track expenses
- prepare and perform cheque runs
- post transactions to journals, ledgers and other records
- monitor accounts to ensure payments are up to date
- research and resolve invoice discrepancies and issues
- maintain vendor files – filing of payables
- correspond with vendors and respond to inquiries
- provide supporting documentation for audits
- Front Desk Coverage – coordinated with other staff
- Other required duties

QUALIFICATIONS

- 2-3 yrs Accounts Payable Experience -Required
- Self-motivated, professional and flexible; able to work both independently and as part of a team
- Able to problem solve with minimal direction
- Able to provide a Clear Criminal Record check upon request
- Excellent verbal and written communication skills, strong computer skills, knowledge of web/internet technologies and MS Office suite.
- Excellent time management skills to simultaneously handle and prioritize multiple projects, tasks and requests.
- Strong sense of confidentiality, tact and diplomacy.
- Yardi Experience not required but is an asset.

To apply, please respond to this ad with your Cover Letter and Resume to dsousa@globepm.ca.

Thank you to all who apply. Only those candidates selected for an interview will be contacted

No Phone Calls Please.