



Modern Thinking. Timeless Values.™

## ACCOUNTS PAYABLE COORDINATOR

### Change *Your Career for the Better.*

As a recipient of hundreds of awards and accolades, Reid's Heritage Homes is a world-class organization, with growing communities across the province, offering home styles from mid-rise condo suites to custom estates and active adult communities. We are a division of the Reid's Heritage Group of Companies, a family-owned company celebrating over 40 years in business. We are proud to have been certified as a **Great Place to Work® Canada** and named as one of **Canada's Best Workplaces for 2019, Canada's Top Small & Medium Employers for 2021** and **Waterloo Area's Top Employers for 2021**, and we strive to employ highly skilled individuals who both exemplify and live out our Core Values. Our team members are passionate about their work, and their high energy and creativity drive innovation. As a result, our team is growing. We invite you to take this opportunity and be a part of the momentum!

We are currently seeking a highly motivated individual with excellent people skills to join our Accounts Payable Department in the full-time position of **Accounts Payable Coordinator**.

The position is to assist with performing data entry, cheque processing, preparation of progress draw package and related duties to support the Commercial Construction and Residential businesses, including filing and other administrative duties of the Accounts Payable department. Data entry will be from both electronic invoice copies and paper copies. Filing will include both paper copies and electronic filing of invoices/cheques.

As part of your duties and responsibilities you will be called upon to:

- Follow and consistently demonstrate Reid's Heritage Group of Companies ("RHG") Core Values
- Be willing to learn and adapt to RHG processes
- Perform general ledger / cost coding of invoices as applicable
- Data entry of invoices / match to purchase orders
- Review / checking of invoice batches entered by other A/P Coordinators.
- Processing of payments
- Filing (Electronic or paper copies)
- Trade / supplier relations
- Reconciliation of supplier statements
- Tracking of licensing paperwork for sub-trades to ensure it is current (WSIB / Liability Insurance/ MOL)
- Maintenance of accounts payable files
- Assisting with and acting as a backup for other tasks within the A/P and accounting departments as necessary.
- Special projects and other duties as required

The successful candidate will demonstrate the following:

- Commitment to our organization's progressive culture, including our company Core Values

- 3 or more years' experience in Accounts Payable or equivalent combination of experience and education. Construction experience is beneficial.
- Working knowledge in MS office applications (Word, Excel, Outlook)
- Jonas and/or Newstar software experience is an asset
- High degree of accuracy in duties and responsibilities
- Attention to detail and the ability to multi-task
- Motivation, integrity and a positive attitude
- Excellent interpersonal and communication skills (both oral and written)
- Excellent computer and organizational skills
- Team player, with positive working relationships with coworkers / contacts
- Valid driver's license, as travel may be required to other locations (within 15 km)
- Able to build and maintain positive relationship with other departments, suppliers and trades
- Formal education in bookkeeping or office administration is beneficial

If you have a lot to offer, we have a lot to give! Add your energy to ours and join the Reid's Heritage Group of Companies team by submitting your cover letter and resume to [hrinfo@heritagehomes.com](mailto:hrinfo@heritagehomes.com), specifying the title of the position, by **Friday, May 7, 2021**. For more information, visit [www.reidsheritagehomes.com](http://www.reidsheritagehomes.com).

*We thank all applicants in advance for their interest in this position; however, only those selected for an interview will be contacted.*

