

INTRACORP IS LOOKING FOR A GREAT ACCOUNTS PAYABLE ADMINISTRATOR!

Does working with a highly energetic accounting team and innovative company while taking on new challenges sound interesting to you? If so, you're probably a great fit for our position of Accounts Payable Administrator. Reporting to the Senior Project Accountant, the Accounts Payable Administrator will be an integral part of our Finance team at our head office. This is a position with great potential for learning and growth.

WHO IS INTRACORP?

Intracorp is a fully integrated development company with in-house expertise in design, financing, development, construction, marketing and sales. In essence, we build great communities that we are proud of. Established in Vancouver in 1977, Intracorp has developed highly successful residential communities throughout southern BC. These include The Versatile Building and Orizon on Third on the North Shore, MetroPlace and Silver in Metrotown, MC² and Livingstone House on the Cambie Corridor, River Park Place in Richmond, The Jervis is the West End and our new Townhome collection set in extraordinary neighbourhoods.

Quality of product, leading edge design, customer satisfaction, word-of-mouth referral and repeat purchasers are key to our success – because we believe that we are building more than someone's next home. We are building extraordinary relationships. We are results driven, creative and aim to provide an extraordinary experience to our partners, employees and homeowners in every situation. For more information on us, visit www.intracorp.ca.

WHY JOIN INTRACORP

The Accounts Payable Administrator is responsible for entering invoices with accurate coding and approvals and producing cheques on a timely basis. Responsibilities will include but not be limited to the following:

- Process a high volume of A/P invoices and prepare cheque runs
- Manage staff expense reports and visa statements for payment
- Manage supplier inquiries and work with vendors to resolve issues
- Provide weekly outstanding invoice list and liaise with other departments on matters related to A/P
- Maintain documents and records
- Assist with ad hoc projects as needed
- Assist and liaise with Project Accountants

YOU ARE.

- Accounts payable experience is an asset but not required.
- The ideal candidate will have an aptitude for numbers and a passion for tackling a challenge and getting results.
- Excellent computer skills with a high degree of proficiency in Excel, Word and accounting software packages.
- Self-motivated, results-driven professional with the ability to work in a fast paced environment.
- Team player who understands the interdependency requirements of a cross-functional team environment.
- Organized, assertive and decisive.
- Effective multi-tasker; ability to recognize, prioritize and address important/time sensitive tasks.
- Excellent customer service and communication skills (verbal and written).
- Dynamic, proactive, resourceful and practical.
- Unquestionable integrity.
- Sense of humour.

To Apply

Individuals meeting the criteria above are encouraged to submit their resume with cover letter in confidence to careers@intracorp.ca. Please put the job title "Accounts Payable" in the subject line. While we thank all candidates for their interest, only those selected for follow-up will be contacted.