



## **Career Opportunity Accounts Payable Coordinator (Vancouver)**

### **The Opportunity:**

We have an opportunity for an **Accounts Payable Coordinator** to join our Fund Accounting team in Vancouver. Working closely with the Senior Accounts Payable Specialist, the Accounts Payable Coordinator is primarily responsible for full-cycle accounts payable, related reporting and reconciliations. You will:

- Perform full cycle accounts payable and accounts receivable functions.
- Perform inter-company and related party transactions reporting and reconciliation.
- Process incoming payments in compliance with financial policies and procedures.
- Perform day to day financial transactions, including verifying, classifying, coding, computing, posting and recording accounts payables data.
- Pay vendors by scheduling and preparing cheques and wire payments. Review contracts, invoices, payment discrepancies and documentation. Ensure credit is received for outstanding items and issue stop-payments.
- Maintain accounting ledgers by posting account transactions.
- Verify vendor accounts by reconciling monthly statements and related transactions.
- Research and resolve accounts payable issues with customers or vendors.
- Perform account analysis and reconciliation, including bank statements.
- Maintain historical records by filing documents.
- Assist the Senior Accounts Payable Specialist and the Fund Accounting team with tasks as assigned.

### **Qualifications and Experience:**

You have a minimum of one year of experience in an accounts payable or related role and post-secondary certification in accounting or financial management related studies.

Additional Requirements include:

- Excellent organizational skills, with an ability to balance multiple priorities and a high-volume workload, in a fast-paced environment.
- Strong analytical and problem-solving skills.
- Ability to work accurately and with attention to detail, with a process-oriented mindset.
- Ability to work to tight deadlines.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills, with the ability to work independently and in a team environment.
- Computer skills; proficiency in Microsoft Office, with advanced Excel. Knowledge of Microsoft Dynamics GP and Mortgage Office would be an asset.

Trez Capital is a recognized leader in Canada's private real estate lending industry and has built a reputation for providing developers, owners and investors innovative short to mid-term capital solutions for commercial properties in major centres across Canada and the United States.

We have earned the trust of investors, including some of Canada's largest pension funds, by applying rigorous institutional grade underwriting to generate attractive yields and stable sources of income. With offices in Vancouver, Toronto, Montreal, Dallas, New York, Palm Beach, Los Angeles and Seattle, we manage a mortgage and investment portfolio of more than \$4.5 billion.

Please send your resume and cover letter to [careers@trezcapital.com](mailto:careers@trezcapital.com).

This is a fantastic opportunity with a leader in the real estate finance industry, positioned for continued growth. We offer an attractive remuneration package and are committed to your ongoing professional growth and development.

We thank all applicants for their interest; however, we will only be contacting selected candidates for follow-up.