



INTRACORP

BUILDING THE EXTRAORDINARY

With every new home we build, we strive to enhance the lives of our homeowners, complement the existing communities and add significantly to the fabric of the community.

Intracorp is a fully integrated development firm with in-house expertise in design, approvals, financing, construction, marketing and sales. Starting out in Vancouver in 1977, Intracorp has developed numerous highly successful residential communities including over 25,000 homes in Canada.

Quality of product, customer satisfaction, word-of-mouth referral and repeat purchasers are keys to our success - because we believe that we are building more than someone's next home. We are building extraordinary relationships.

Join our team as an **ACCOUNTS PAYABLE ADMINISTRATOR**.

POSITION OVERVIEW:

Responsibilities:

Reporting to the VP, Finance, 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 bi-weekly cheque run (15th, 30th) after entering & obtaining approvals (site, payroll)
- Process rush cheque run
- Aged invoices – work with vendors to resolve
- Manage corporate visa statements
- Manage staff expense reports for payment
- Manage supplier phone calls / payment inquiries and site calls/questions
- Release of holdback
- Funds transfers and journal entries as required
- Review bank balances
- Provide weekly outstanding invoice list to other departments

Skill Requirements:

- The ideal candidate would have 1-2 years experience in accounts payable.
- Experience in the construction or real estate field would be an asset.
- Individuals working towards a designation would be viewed as beneficial.
- 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 large company.
- Organized, assertive and decisive.
- Effectively multi-tasker; 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. While we thank all candidates for their interest, only those selected for follow-up will be contacted.