

Accounts Receivables (AR) Coordinator

Southwest is currently searching for an Accounts Receivables (AR) Coordinator to add to the growing team! Working with the Assistant Controller and members of the accounting team, the AR Coordinator will assist in the day-to-day receivables functions with a focus on collections. Regular duties will include (but not limited to):

- Collect overdue balances; respond to NSF payments when required
- Perform bank deposits and cheque scanning
- Receipt entry into the Yardi accounting system
- Provide correspondence to residents regarding late payments
- Attend hearings and liaise with the Tenancy Board when required
- Troubleshoot portal payment issues and notices
- Conduct regular administrative duties including filing, scanning and archiving

As the successful candidate, you have an exceptional attention to detail, strong customer service skills and a patient, firm demeanor. You bring an enthusiasm for an entrepreneurial environment, three years' accounting experience as well as a post-secondary education in accounting. Experience with Yardi, the tenancy board and property management all would be considered assets. A combination of the noted requirements will be considered.

If you are interested in this exciting opportunity, please forward your resume and cover letter by **August 28, 2020** to Amanda Denton: Southwest Properties Limited, 1475 Lower Water Street, Suite 100 Halifax NS, B3J 3Z2. **Email:** amanda.denton@southwest.ca

Named as one of Canada's Best Managed Companies and Most Admired Corporate Cultures in Canada, Southwest has developed, constructed, owned and operated world-class properties for over 50 years. A leading developer of residential and commercial property and one of the largest privately-held owner of multi-family residential buildings in the Halifax region, Southwest's brand of quality and community involvement has made a major impact on the Atlantic Canadian real estate market. Southwest believes in going beyond the necessary to create inspiring environments by providing the best places to live, shop, work and play, creating lasting relationships with employees, customers and partners.