



ACCOUNTS PAYABLE COORDINATOR

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 55 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. **At Southwest we are always seeking the best and brightest stars in their field. From front line staff to senior management, we choose to employ the best in the industry!**

*We are currently seeking an outstanding individual to fill the permanent full-time position of **Accounts Payable Coordinator** within our Accounting Team.*

BENEFITS

- Performance Based Bonus Eligibility
- Comprehensive Extended, Health & Dental Benefits
- RRSP Plan Eligible – FT Employees over 6 months
- Monthly Transit Pass - 100% Reimbursement
- Employee Health & Wellness Incentive Program - \$300.00 Annual Reimbursement
- Education Reimbursement Program
- Flexible Work Schedules
- Employee Discount Program – 10% off Southwest Properties Lease
- Resident Referral Program – Cash Incentives
- Service Awards
- Social Staff Events
- Home Computer Antivirus Incentive Program - \$50.00 Annual Reimbursement
- Charitable Donation Matching Program - \$1000.00 Annually + 1 Day off to Volunteer

JOB

We are seeking a versatile and dedicated **Accounts Payable Coordinator** for a permanent position with our company. This is a great opportunity for someone with a strong accounts payable background and a desire to work in the thriving real estate industry.

Key Responsibilities:

- Processing accounts payable for multiple entities
- Code invoices
- Process cheque runs and EFTs
- Expense claim processing
- Credit card reconciliation and processing
- Vendor account reconciliations
- Utility tracking
- Donation tracking
- Other accounting support as required

Knowledge and Skills Required:

- 1-3 years accounting experience with focus on AP function
- Excellent customer service skills
- Above average attention to detail and organizational skills
- Ability to work in a fast-paced environment
- Working knowledge of Excel and MS Office suite
- Prior experience using Yardi property management software is an asset
- Prior experience in either real estate or property management is an asset
- Ability to perform with high integrity and respect the private and confidential nature of the duties

POSITION DETAILS

Hours of Work: Monday to Friday – 40 Hour Work Week

Work Location: Southwest Head Office – 1475 Lower Water Street, Suite 100

General Workplace Conditions: Office setting

COMMITMENT TO DE&I

Southwest Properties is committed to attracting and retaining a diverse team, who values your experiences, perspectives and unique identity. We are committed to creating and maintaining an environment that is inclusive, equitable and welcoming.

HOW TO APPLY

If you are interested in this exciting opportunity, please forward your resume and cover letter to our Human Resources Team: Southwest Properties Limited, 1475 Lower Water Street, Suite 100 Halifax NS, B3J 3Z2. resume@southwest.ca Thank you for your interest in Southwest Properties. Only those chosen for an interview will be contacted.

We are a team of individuals who get joy from bringing joy to others

Our Mission: To provide the best places to live, work, shop and play, creating lasting relationships with our employees, customers and partners