

# FIRST GULF

**Position:** Payables Coordinator

**Reports to:** Accounts Payable Supervisor

**Job Location:** Toronto (Victoria Park & Steeles)

When it comes to the development of office, mixed-use, retail and industrial properties, First Gulf is a proven market leader with more than \$3-billion in developed assets. Offering development, construction, leasing, finance and property management expertise, we provide clients with unique and exciting market opportunities. Within the Greater Toronto Area alone, our team has recently completed development and construction of more than one million square feet of premier office space, and has another one million square feet currently under construction. First Gulf also currently manages over four million square feet of fully-operational buildings.

## POSITION SPECIFIC RESPONSIBILITIES:

1. Property Management and Corporate payables – coding all invoices, match P.O.'s, attaching Sub Ledger reports, and input invoices in Yardi.
2. Process monthly cheque run and rush cheques upon request.
3. Daily bank reconciliation as may be required.
4. Payment of utility bills and property taxes on line.
5. Prepare tenant chargeback invoices.
6. Input recurring mortgage payments.
7. Maintain the binder for the amortization schedule of mortgages.
8. Assist in HST remittances/reconciliation.
9. Monthly journal entries (mortgages, interest payments, leases, etc.).
10. Liaise with suppliers, banks, government agencies, etc.

## ADDITIONAL RESPONSIBILITIES:

1. Provide administrative support to VP, Controller & SVP of Business Operations.
2. Assist the accounting department in updating the excel schedules of financial statements of corporate entities with nil tax amounts for filing of annual tax returns; including packaging the tax returns with financial statements and subsequently saving and filing the documents.
3. Assist the property accountants on an ad hoc basis in preparing back up for year-end files and other special projects.
4. Ad hoc filing.

QUALIFICATIONS:

- Minimum 1-2 year(s) experience in Accounts Payable within the industry.
- Fluent in Voyager software in an asset
- Confidentially while handing sensitive information.
- Previous Administrative work is an asset – ad hoc duties that are non-accounts payable in nature.
- Must be detail-orientated and organized.
- Must have worked on Year End specific projects before.
- Engaged and willing to learn several different aspects of First Gulf to be successful in the role.
- Must come from a previous team environment within an accounting department.

**If you would like to be a member of our growing team please send your resume, in confidence to Aggie Wengle at [careers@firstgulf.com](mailto:careers@firstgulf.com).**

**We thank all interested candidates, however, only applicants selected for an interview will be contacted.**