

About The Company

Since 1976 Lear Construction Management Ltd has provided a range of services across Western Canada. Our dedicated employees combined with local project expertise and long term relationships are the foundation of our success. We provide hands on consultative cost effective solutions amid Institutional, Commercial, Industrial, Multi-Family & Mixed Use Developments. LEAR provides Construction Management, Design-Bid-Build, Pre-Construction and General Contracting services.

As a medium-sized company, Lear Construction Management Ltd is able to focus our resources on client requirements to a greater degree than our larger competitors. We provide our clients with the assurance that we are truly invested in their project and will provide the professional consideration the project deserves. We offer our clients lean project teams and competitive fee schedules to ensure the financial success of their projects.

About The Role

This is a full time staff opportunity working in our Calgary office. As the AR / AC Coordinator you will liaise with our clients, consultants and sub trades to ensure accounts are up to date according to project schedules.

Responsibilities:

- Review all invoices for appropriate documentation and approval prior to payment
- Process P.O. matching invoices
- Process cheque requests
- Match invoices to cheques, obtain all signatures for checks and distribute checks accordingly
- Respond to all vendor inquiries
- Reconcile vendor statements, research and correct discrepancies
- Assist in month end closing
- Maintain files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices
- Assist with other projects as needed

Requirements:

- 2+ years of Accounts Payable experience
- Working towards accounting designation
- Must have strong work ethics
- Must be well organized and a self-starter
- Must be able to follow standard filing procedures
- Detail oriented, professional attitude, reliable
- Proficient in Excel and Word, 10-key by touch, **SPECTRUM** experience a plus
- Ability to type 60-65 wpm
- Possess strong organizational and time management skills
- Strong problem solving skills, basic accounting principles knowledge, documentation skills, research and resolution skills, data analysis and multi-tasking skills

- Thorough knowledge of applicable accounts payable/general ledger systems and procedures, financial chart of accounts and corporate procedures
- Ability to communicate effectively verbally and in writing
- Ability to interact with employees and vendors in a professional manner
- Ability to work independently and with a team in a fast-paced and high volume environment with emphasis on accuracy and timeliness

Please send applications via email to: Jason.elvy@learconstruction.com