

WE'RE LOOKING FOR AN EXTRAORDINARY ACCOUNT PAYABLE ADMINISTRATOR (CONTRACT)

ARE YOU...

Detail-oriented and driven by accuracy, with a passion for working with numbers and solving problems? Do you thrive in a fast-paced environment where you can manage high volumes, collaborate across teams, and ensure everything runs smoothly behind the scenes? If so, you could be a great fit for our Accounts Payable Administrator position! Reporting to the Controller, you will play a key role in supporting the Finance team through invoice processing, vendor coordination, and payment administration.

YOU BRING...

Strong organizational and time management skills with the ability to manage a high volume of invoices and competing priorities. You are detail-oriented, proactive, and confident communicating with both internal teams and external vendors. You enjoy working with numbers, take pride in accuracy, and can effectively prioritize tasks while maintaining a high level of professionalism in a fast-paced environment.

WE'D LIKE YOU TO HAVE...

- 1-3 years of experience in accounts payable in a real estate or project focused environment
- § Experience with purchase orders, project budgets and multiple legal entities
- § Proficiency in Excel and accounting software systems
- Strong attention to detail and a high degree of accuracy in data entry and financial processing
- Ability to manage competing priorities and meet deadlines in a high-volume environment
- Excellent communication skills with a customer service mindset when working with vendors and internal stakeholders
- A collaborative team player who works effectively in cross-functional environments
- Self-motivated, resourceful, and results-oriented with strong problem-solving skills
- High level of integrity and professionalism
- A sense of humour!

We know this is a long list. If you don't quite check all the boxes, but you do have a can-do attitude and enthusiasm by the bucket load, we would encourage you to apply.

OUR VALUES



Respectful
Integrity



Creative
Improvement



Caring For
Others



Collaboration



Results Through
Effort

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A DAY IN THE LIFE

You'll walk into our vibrant downtown office and grab a cup of Starbucks from our kitchen. As part of the Finance team, you play an important role in ensuring accurate and timely processing of payments and supporting project teams.

You will:

- Process a high volume of invoices, ensuring accurate coding, approvals, and timely entry into the system
- Prepare cheque runs in accordance with established schedules
- Respond to vendor inquiries and resolve discrepancies in a professional and timely manner
- Liaise with Project Accountants, department heads, and managers in regard to payments, purchase orders and approvals
- Track and report on outstanding invoices and follow up with internal teams as needed
- Maintain organized and accurate records and supporting documentation for all transactions
- Collaborate across departments to ensure smooth and efficient accounts payable operations

OUR CULTURE

Our diversity enables our creativity. It is our differences that help us to make better choices, innovate and deliver extraordinary results. Our culture is built upon inclusivity: we respect every team member's strengths, views and experiences. We're invested in your growth and offer much more than the typical job. With us, you'll not only build extraordinary homes, but an extraordinary career. It doesn't matter your position – once you're part of the Intracorp team we are dedicated to supporting you to succeed.

Intracorp Homes supports equal employment opportunity. We celebrate diversity and do not discriminate based on race, gender identity or expression, sexual orientation, age, disability status, or any other protected characteristics. We take pride in fostering an inclusive workplace where our team excel based on their merit and ability.

OUR COMPANY

Intracorp Homes has been building the extraordinary for 50 years. We are a sophisticated, full-service urban real estate company with collaborative teams and in-house expertise in acquisitions, design, city approvals, debt and equity financing, construction, marketing, and sales. We strive to enhance the lives of our homeowners and add to the fabric of the existing communities in which we build.