

HyLand Properties Group of Companies

Accounting Clerk

Do you long to be engaged in work that really matters? HyLand Properties contributes to the ministry of MCC which is a worldwide ministry actively serving BC, Canada, and more than 40 other countries. We are responsible for the day-to-day operation and management of residential & mixed-use properties in our portfolio. This on-site position will have some flexibility in that it will require 3-4 days/week.

Duties:

The successful candidate will be responsible for full Accounts Payable and limited Accounts Receivable functions including, but not limited to:

Payables:

- Vendor invoice coding and processing
- Issue security deposit refunds to tenants when entitled
- Government remittances processing
- Record and track mortgage payments and allocate the principal and interest within the properties
- Cheque and electronic payments & transfer preparation

Receivables:

- Miscellaneous Bank deposits
- Issue rent increase forms for managers to distribute
- Prepare aged receivable reports and follow up with building manager

Additional Duties:

- Mail collection, distribution and filing
- Various other duties as required

Required Qualifications:

- Minimum one (1) year's post-secondary accounting education
- Three (3) years Accounting Clerk experience or relevant alternate experience
- Professional communication skills, both verbal and written
- Ability to manage a high workload environment with good time management
- Excellent organizational skills and strong attention to detail
- Experience with Yardi Property Management software or property management industry experience an asset
- Solid working knowledge of Microsoft Office suite applications, including Excel, Word and Outlook
- Good problem-solving abilities and a strong sense of personal responsibility and reliability
- Ability and desire to work as part of a team

HyLand offers competitive wages and benefits, including extended health, vision and dental benefits. Only those candidates who are legally eligible to work in Canada should apply.

Candidates are expected to exhibit a commitment to: a personal Christian faith and discipleship; active participation in a Christian church or Christian community; and nonviolent peacemaking. We are an equal opportunity employer, committed to employment equity so invite all qualified candidates to apply.