



Accounts Payable Coordinator

Established in 1989, Terlin has become a leader and innovator in full-service general contracting and project management for retail, commercial, infrastructure security, and institutional clients. Distinguished by their end-to-end approach and unparalleled reputation for quality and reliability, Terlin's state-of-the-art facility houses their custom millwork shop which provides an exclusive focus on the specialized needs of their clients. From design through construction and service, Terlin handles every aspect of construction and delivers outstanding and consistent results.

The Terlin Team is a talented and driven group of experts, trades-people, designers, and project managers. In addition to their skilled partners and sub-trades, Terlin's complete team is made up of close to 200 dedicated individuals – each committed to making customer service and satisfaction their highest priorities. **And they are always looking for great people to join their team!**

The Opportunity

Terlin is currently searching for a fulltime, experienced, and dynamic **Accounts Payable Coordinator** to join their company. The environment is fast-paced and growth-oriented – ideally suited for individuals who like to take charge and are driven to build on current successes.

Responsibilities

The Accounts Payable Coordinator is an integral member of the Finance team – responsible for delivering timely and accurate financial and administrative support by ensuring payments are completed and expenses are controlled by processing, verifying, and reconciling invoices while collaborating with clients, sub-contractors, and colleagues.

Specifically, the Accounts Payable Coordinator will be responsible for:

- Match purchase orders to invoices and enter invoices into construction software.
- Charge expenses to accounts and cost centers by analyzing invoice/expense reports and recording entries.
- Collaborate with Project Managers to support client portal billings.
- Flag and clarify any unusual or questionable invoice items or prices.
- Research and resolve invoice discrepancies and issues.
- Maintain copies of vouchers, invoices or correspondence necessary for files.
- Correspond with vendors and respond to inquiries in a professional manner.
- Maintain confidentiality of organizational information.
- Collaborate with Controller to support month end / year end functions.
- Continue to improve the payment process.

The successful candidate is a self-starter who possesses excellent communication skills, is extremely organized, detail-oriented, has a positive attitude, and a strong collaborative approach.

Qualifications

- Minimum five (5) years of accounts payable experience.
- Knowledge of general accounting procedures and relevant accounting software (such as QuickBooks).
- Proficient in data entry and management.
- Professional and diplomatic.
- Excellent attention to detail, organization, time management, and computer skills.
- Ability to prioritize and think outside the box when needed.
- Willingness to adapt to new concepts.
- Ability to recognize issues as challenges.
- Capacity to meet deadlines and work well under pressure.
- A valid Secret security clearance (or ability to successfully obtain same) is a requirement of the position.
- Proficiency in Procore construction software is a strong asset.
- Bilingualism (English / French) and experience in the construction industry would be definite assets.

What Terlin Has to Offer

Terlin offers employees the opportunity to work on innovative projects alongside dynamic, dedicated, and talented teams who possess a strong drive for success.

Their comprehensive benefits package is designed to meet the demands of each individual's life at work as well as at home. Employees are eligible for coverage under Terlin's benefit plans and are encouraged to participate in any, or all, of their benefit programs. The benefit programs are also complemented with RRSP matching and profit sharing.

Terlin is an equal-opportunity employer and values diversity and inclusiveness in their company.

Do you have the drive, the experience, and the commitment to excellence to be part of the Terlin Team?

If you think you have what it takes and would like to join an organization that offers proven corporate leadership, opportunities for career advancement, great team spirit, and entertaining social events, then let Terlin provide you with an excellent place to work, grow, and excel!

To learn more about Terlin Construction Ltd., visit their website at www.terlin.ca.

We thank all applicants for their interest, however, only those qualified will be contacted for an interview.