

ACCOUNTS PAYABLE ADMINISTRATOR

Republic is not your average design firm. Driven by the journey, we utilize an explorative process that connects all the right people around the table. Our desire to produce thoughtful projects that engage is at the heart of everything we do.

If you've met our team, visited our studio, or checked out our social media posts, you know we take a unique approach to everything we do. Dedicated to elevating and maintaining the health and wellbeing of our team, the studio is decked out with fitness equipment, the kitchen is stocked with healthy snacks, and work areas range from cozy café style lounge spaces to ergonomically friendly sit/stand desks. These are just a few of the things that make us different. There's also our annual retreat, monthly team social events, and so much more.

The **Accounts Payable Administrator** will be responsible for processing payables, bank reconciliations, and journal entries. Performing duties in a confidential manner is imperative. This position includes:

- Data entry including coding, verifying contracts, and identifying and reconciling discrepancies.
- Recording credit card statements.
- Managing accounts payable including credit card applications, account setup, and all communications with vendors.
- Working closely with the Director of Finance and Project Managers to keep project budgets accurate and up-to-date.
- Overseeing, setting up, updating, and maintaining tracking sheets and programs for various systems, as required.
- Overseeing all Accounting Department files both electronic and hard copy.
- Providing direct support to the Director of Finance on special projects and completing tasks as assigned.

Tell us why you're our next Accounts Payable Administrator.
Send your resume to careers@republicarchitecture.ca