

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. We believe great design has the power to tell unforgettable stories. We are looking for an organized and efficient Accounts Payable Administrator to join our team.

Responsibilities:

- **Processing Invoices:** Verify and process invoices from suppliers, subcontractors, and vendors.
- **Payment Management:** Ensure that invoices are paid accurately and on time.
- **Record Keeping:** Maintaining accurate records of all invoices, payments, and related documentation critical for financial reporting and tax purposes.
- **Reconciliation:** Reconcile invoices with purchase orders and receipts.
- **Compliance:** Ensure compliance with relevant accounting standards and regulations.
- **Budget Monitoring:** Assist in monitoring project budgets and tracking expenses.

Required Skills:

- **Accounting Principles:** A solid understanding of accounting principles and practices.
- **Data Entry and Accuracy:** Strong data entry skills and a high degree of accuracy are crucial for processing invoices and payments.
- **Analytical Skills:** The ability to analyze invoices, identify discrepancies, and resolve issues efficiently.
- **Communication Skills:** Effective written and verbal communication skills are important for interacting with vendors and internal stakeholders.

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

Qualifications:

- Minimum 1-2 years of relevant experience in an Accounts Payable position.
- Post-secondary education or equivalent work experience in accounting.
- QuickBooks experience is a must.
- Proficiency with Excel, Word, and Outlook.
- Detail-orientated with excellent decision-making and communication skills.
- High level of accuracy and ability to meet deadlines.
- Strong problem-solving and research skills.
- Ability to work effectively both independently and in a team setting.
- Critical thinker.