



# Accounts Payable Administrator (Toronto)

Reporting to the Accounts Payable Supervisor, the **Accounts Payable Administrator** will assist the finance team on a daily, weekly, and monthly basis as required. As an Accounts Payable Administrator, you'll play a role in ensuring the smooth operation of our financial processes by accurately processing invoices, reconciling accounts, and managing vendor communications. Your meticulous attention to detail and commitment to timeliness will contribute to our organization's financial stability and growth.

## Responsibilities:

- Primary point of contact for any Accounts Payable inquiries and issues
- Manage Accounts Payable inbox, circulate incoming invoices accordingly and liaise with Accounts Payable Team to assist with inquiries
- Process invoices for payment by uploading, coding and allocating invoices in Yardi PayScan for review and approval on a daily basis
- Assist with vendor management in Yardi by entering vendor contact and banking information or making vendor changes as requested by the site offices and ensuring all relevant support is attached
- Assist with cheque runs by stuffing and sealing cheques into envelopes, and subsequently mail them to vendors and/or site offices, and saving approved cheque reports on the server
- Prepare and upload Concur Expense journal entries to assist Corporate Accounting team with month end closing on a weekly basis
- Prepare expense reports for Finance Senior Management team by entering and coding expenses in Concur and attaching supporting documentation
- Set up couriers and assist with daily mail runs
- Take cheque deposits to bank as required
- Front desk coverage as required
- Kitchen and office admin support as required
- Other ad-hoc requests and projects

## Qualifications:

- 1-2 years' experience in Accounts Payable and office administration ideally in Property Management
- Experience with inputting information into Yardi and other IT systems, PayScan and Concur preferred
- Excellent practical knowledge of MS Office 365 applications (Outlook, Word, Excel, PowerPoint, MS Teams)
- Outstanding written/verbal communication and interpersonal abilities

## About Epic Investment Services

Epic is a fully integrated real estate management platform providing asset, investment, and property management services to institutional, wealth managers and high-net worth investors. Headquartered in Toronto, Canada, Epic has over \$13 billion in assets under management across Canada and the U.S. comprised of 22 million square feet of office, retail, industrial and multi-family residential properties.

### How to Apply:

Qualified applicants may e-mail their cover letter and current resume to [careers@epicis.com](mailto:careers@epicis.com) indicating **“Accounts Payable Administrator – Toronto”** in the subject line.

Epic Investment Services is committed to diversity, equity, inclusion, and is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to ethnicity, age, religion, race, gender identity, physical ability, or sexual orientation, or any other elements protected by law. Epic Investment Services is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment. For all internal and external applicants who require accommodation in the recruitment and selection process, please contact [akumbaro@epicis.com](mailto:akumbaro@epicis.com) for assistance/support.

We sincerely appreciate the interest of all applicants, however only those selected for an interview will be contacted. **No telephone calls or Agencies please.**

**Visit our website at [www.epicinvestmentservices.com](http://www.epicinvestmentservices.com) for further company details.**