

ACCOUNTS PAYABLES CLERK/JUNIOR ACCOUNTANT

Genesis Builders Group – Calgary, AB

April 2021

Company Overview

Genesis is a Calgary based award-winning land developer, creating innovative and successful communities in the Calgary Metropolitan Area, and is also a residential homebuilder through its subsidiary Genesis Builders Group. Genesis is committed to supporting its communities through partnerships like the Genesis Centre of Community Wellness and Genesis Place Recreational Centre. The Corporation's common shares are listed on the Toronto Stock Exchange (TSX: GDC).

At Genesis we believe in the power of relationships. We take pride in our work and our organization. We dare to dream and above all, we value integrity. We offer competitive wages, employee home purchase program, one of industry's best health & benefit packages, continuing education reimbursements, and career growth within the Genesis team.

Position Title: Accounts Payable Clerk / Junior Accountant

Reports To: Divisional Controller – Home Building

Job Type: Full-Time Permanent

Location: Calgary, AB

The Accounts Payable Clerk/ Junior Accountant is an integral part of the Genesis accounting team. The successful candidate will have an established track record in accounting, be technically proficient, and flexible with taking on, learning, and adjusting to all new tasks assigned.

Role Responsibilities

- Accurately review, code, and process A/P invoices, purchase orders, and requisitions
- Process payments (cheque or EFT)
- Maintain a large number of vendor accounts and sales transactions while ensuring compliance with company policies and procedures and with Fintrac
- Enter A/R, cash, job cost, and general ledger transactions such as deposits, receipts,
- Accurately perform monthly reconciliations of banks, WIP, sales margins and general ledger accounts
- Submit statement of adjustments to home purchasers
- Analyze and update weekly dashboards and cash flow
- Calculate cost to complete on closed homes
- Estimate overhead and WIP accruals
- Process credit card bills
- Pull backup for quarterly audit requests
- Assist with corporate tax reporting and filing – property taxes, GST, WCB, T5018, T4A slips
- Act as a liaison for vendors and other departments (Sales, Estimating, Construction, Warranty) to address inquiries and resolve discrepancies
- Filing as needed
- Perform other duties as outlined

Competencies and Skills Required:

- Two (2) to Three (3) years' experience with accounts payable or general accounting.
- Intermediate Microsoft Excel knowledge and skills.
- Knowledge of basic accounting principles.
- Familiarity with Sage 300 CRE/ Sage Timberline/ Homefront software is considered an asset.
- Self-starter, proven time management skills, good attention to detail and problem-solving skills, always results driven and have a passion to take ownership and own results.
- Ability to work independently and within a team and is willing to learn.
- Excellent written and verbal communication skills.
- Ability to maintain confidentiality regarding all business and employment issues.

Additional Notes

All interested and qualified applicants please apply by sending your resume to Human Resources Department at careers@genesisbuilds.com with the subject line "Accounts Payable Clerk/ Junior Accountant" by the application deadline.

We thank all applicants for their interest; however only those selected for an interview will be contacted. No telephone or agency inquiries please.