



A Real Estate Capital Bank

A Private Equity Real Estate Investment Firm focused on  
Mortgage Banking, Real Estate Equity & Special Situation Investments  
Celebrated 35 years in 2022

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**Title:** Accounts Payable Clerk

**Location:** GTA, ON

**Reports to:** Controller – Real Estate

**Job Type:** Permanent, full-time

### Who we are

For over 35 years, an entrepreneurial organization with a long track record and a bright talent pool, the Firm Capital Organization is a real estate private equity firm focused on debt and equity, in the areas of mortgage banking, real estate investments and special situation investments, in the public and private markets. Please visit our website at [www.firmcapital.com](http://www.firmcapital.com) for further information.

### Position

Firm Capital is looking for an *Accounts Payable Clerk*. This position will be responsible for day-to-day accounting operations of a group of entities focused on real estate and other entities. The ideal candidate will have a strong hands-on accounting knowledge and experience with a can-do attitude.

### Your new role

- Importing, scanning, and entering vendor invoices into the Accounts Payable module of Yardi Pay Scan;
- Review invoices and ensure are coded and approved according to the invoice approval process;
- Communicating with vendors when they are querying payments or need information with respect to payments received;
- Reconcile vendor accounts monthly and at year end;
- Liaising with the Accounting & Property Management teams to obtain and exchange information pertaining to vendor payables;

- Ability to work under pressure and thrive in a fast-paced environment;
- Printing and mailing of cheques; and
- Provide ad-hoc analysis and perform other responsibilities and duties to support senior management as assigned.

### **What you need to succeed**

- Minimum 2 - 5 years' working experience preferably within the financial service and/or real estate industry;
- University degree or college diploma in accounting;
- Strong attention to detail with ability to handle volume and thrive in a fast paced, high pressure environment;
- A self-starter, results driven team player with strong communication skills; and
- Proficient in Windows and Microsoft Office with hands-on Excel skills.

### **What we offer you**

- Competitive salary and group benefits
- Opportunity to advance your career as the company grows
- In-house Chef with weekly staff lunches
- Full kitchen with complimentary drinks and food
- Creative Social Committee that organizes team building events and weekly socials
- Free parking

### **How to apply**

Please forward your resume and cover letter with the position to which you are applying in the subject line: Accounts Payable Clerk to [careers@firmcapital.com](mailto:careers@firmcapital.com). Please list all certification in your cover letter as well as a phone number and email address. Visit our website at [www.firmcapital.com](http://www.firmcapital.com) for further company details. We thank all candidates who apply for this opportunity but only those selected for an interview will be contacted.