



## Accounts Payable Opportunity

Govan Brown is a national construction management firm headquartered in Toronto. Our mission is to be Canada's leading interiors' company with offices in every major Canadian city.

Since 1994, we've demonstrated excellence through our commitment to exceptional service, quality work and innovation. We provide an environment that engages our people, encourages strong work ethics, fosters growth and development, and supports the communities in which we work.

With offices in Toronto, Ottawa, Vancouver, Calgary, Edmonton and Winnipeg, Govan Brown is fully equipped to provide construction services across Canada. The company was founded by Ralph Govan and John Brown; in 2003 Jon Taylor joined as the third partner.

In Canada, Govan Brown has helped create an industry that is now recognized for its efficiency in the management of complex construction projects. The company has approximately 190 field and office staff and completes about \$300 million a year in interior projects across the country.

Our work environment is collaborative, high energy and reflects the exciting vibe of the cities we do business in. Our rapid and continued growth is unparalleled within the industry.

Govan Brown is proudly recognized as one of Canada's Best Managed Companies.

Visit us at [www.govanbrown.com](http://www.govanbrown.com)



### In a snapshot

This position reports to the Accounts Payable Manager with a focus on administering the Accounts Payable function. In addition, the role is responsible for performing various accounting functions, including report analysis, journal entries and statement reconciliation. We are looking for a dynamic individual who is looking to grow and develop within the company.

### The Opportunity

- Perform Accounts Payable functions, including; posting invoices, matching costs to revenues, verifying compliance holds and statutory declarations, processing vendor payments and reconciliation of subcontractor statements of account
- Understand Cost Systems, project contractual obligations and client specific requirements
- Review and analyse reports, including; Aged Payables, Aged Receivables/Revenues, Job Cost transaction reports
- Perform General Ledger entries and adjustments for expenses and intercompany transactions
- Identify potential discrepancies in payments and follow up with appropriate internal stakeholders to resolve
- Respond professionally and with a sense of urgency to subcontractor/trade requests and inquiries
- Maintain the accounts payable sub-ledger for vendors and business partners using CMiC enterprise resource planning software for the construction industry
- Post journal entries to the general ledger for various accrued costs/fees
- Compare and reconcile committed contract amounts against liability accounts and accounts receivable statements
- Verify GST and sales tax calculations to ensure accurate remittance to the CRA
- Prepare cheques for consultants, rent, courier service, phone & internet, office supplies and more
- Monitor the cash flow to ensure the company can cover its ongoing current liabilities
- Receive, code and enter invoices
- Review and verify that invoices contain accurate billing details and WCB/WSIB information
- Set-up banking information for EFT purposes
- Serve as a key business contact for managers and vendors, providing timely cost or payment information



## Desired talents and experience

- 3+ years accounting experience in a mid-sized organization
- University / College degree or diploma in Accounting
- Experience in the construction or manufacturing industry is a definite asset
- CMA/CPA Accounting Designation in progress an asset
- Experience in accounts payables, bank reconciliation, general ledger and cash flow management
- Technically strong in accounting principles (GAAP), practices and procedures and internal controls
- Knowledge of financial analysis and reconciliation techniques
- High level of computer proficiency with Excel spreadsheets. Experience with construction accounting software an asset
- Focused on delivering high levels of service and maintaining strong relationships with internal & external stakeholders
- Confident, energetic with the ability to build credibility with staff at all levels
- Proven ability to use good judgment and demonstrate strong problem solving abilities
- Self-motivated with the ability to take initiative, be proactive and resourceful
- Highly organized and a stickler for detail and accuracy
- Enjoy working both independently and with a team, sharing information with others
- Positive spirit with a “get ‘er done” attitude and ability to thrive in a very dynamic environment

## Interested or know someone?

Please send your resume and cover letter to:

Sarah Paul

Director of Human Resources

[spaul@govanbrown.com](mailto:spaul@govanbrown.com)

Govan Brown is an equal opportunity employer and we would like to thank all applicants for their interest. Please note that we will only be contacting the candidates under consideration.