

ACCOUNTS PAYABLE CLERK

January 27, 2012

As an independent and self-funding real estate and development corporation, BUILD TORONTO focuses on maximizing the value of underutilized real estate previously owned by the City. Established by the City of Toronto, its sole shareholder, and reporting to a professional Board of Directors, BUILD TORONTO's mandate is to unlock value in a responsible, innovative and integrated manner. This is done within the framework of delivering a financial dividend to the City and achieving City-Building returns, which overtime: enhance employment opportunities, focus on quality, urban design and environmental sustainability, and act as a catalyst for responsible neighbourhood regeneration.

Reporting to the Accounting Manager, the Accounts Payable Clerk will perform the Accounts Payable function as well as assist with general ledger account analysis and reconciliations. The position will also oversee the processing of expense reports, credit card statement payments, wire transfers and progress payments for projects under development, as well as proper cheque endorsement and compliance with Purchase Orders and the Procurement policy. This will involve ensuring the correct entity is charged and that all utilities and other contractual payments are made on a timely basis to avoid incurring any late payment penalties or interest. If there are any, the Position will prepare construction draw documents.

The successful candidate will bring 2 to 5 years of experience in a similar position. The candidate will have proficiency in computerized financial systems, MS Office and monthly account analysis experience. Knowledge of MRI is an asset. He/she will be an assertive self-starter with the ability to work independently under minimal supervision and be able to develop, establish and maintain good working relationships with staff, finance and municipal contacts and as suppliers.

All qualified and interested candidates should submit their resume by February 17, 2012, in confidence to Marian Brennan at mbrennan@buildtoronto.ca

For additional information on BUILD TORONTO, visit www.buildtoronto.ca.