

Position: Accounting Coordinator

Reports to: Controller

Job Type: Permanent Full-time

About rennie & Our Culture

We are real estate at its thoughtful best. We see real estate as a means to build better communities and improve lives. For more than 40 years, we have been leaders in the field because we consistently put people and relationships first.

Integrated under rennie are Developer Services, Consumer Services, and rennie Museum. Founded on collaboration, we intentionally foster a supportive environment between our inhouse Intelligence, Technology, Conveyance, Finance, Marketing, and Advisor Teams. Together, we are the definition of strength in numbers, and individual success is team success.

We have partnered with developers throughout Western Canada and Washington State to help acquire, plan, design, market and sell some of the region's largest and most successful communities. Integrating market intelligence, strategic perspective, and industry experience, our head office team of 90 and more than 160 Realtors in the field work seamlessly to deliver products and sales to build clients' brands and ensure continued success. Whether our clients are buying a home, selling a home, or building a community, they can depend on rennie and our team of trusted advisors to bring expert knowledge and trusted experience, while delivering exceptional service.

The main office of rennie is headquartered in Vancouver's Chinatown district in the historic renovated Wing Sang building, originally built in 1889. The spectacular space includes an inhouse museum, a rooftop garden with stunning views of the city, and unique collaborative workspaces.

About the Opportunity

Reporting to the Controller, the Accounting Coordinator will support the daily operations of the Financial Management Department and participate with routine monthly billing activities.

Responsibilities:

- Process accounts payable and communicate with vendors
- Prepare monthly consulting and project expense billing
- Assist with credit card reconciliations and process credit card payables
- Prepare credit card statement for cardholder breakdowns
- Process receipt of cheques and assist with daily bank deposits
- Assist with monthly bank reconciliations

- Collect and follow up on hourly timesheets for payroll
- Assist with invoice/statement filing and departmental organization
- Perform other related duties as assigned or requested

Desired Skills/Experience:

- Degree or diploma in Accounting, Finance, or Business Administration preferred
- Two years or more of relevant experience working in a professional environment
- Must be detail-oriented, organized, possess the ability to multi-task and work both independently and collaboratively
- Excellent communication and interpersonal skills, as a customer service mind-set required
- Technical skills with MS Office software required, experience with Sage Accpac software is preferred

Compensation and Benefits:

- Competitive salary based on experience
- Extended healthcare benefits
- Eligibility for participation in our extensive bonus program based on performance
- Participation in our annual retreat, monthly lunch and learns with leading industry experts, social events, and much more!

Please note: This is a Vancouver-based office position.

If this looks like the position for you, please email your cover letter and resume to careers@rennie.com. We thank all candidates for their interest, however, only select individuals will be contacted.

For more information, please visit: <https://rennie.com/about>