



The Highfield Investment Group is a diverse private holding company, with operational interests in real estate, commercial and residential properties, hospitality, oilfield services, and the thoroughbred industries. The company's holdings are managed by a small team of executives with an entrepreneurial spirit, strong work ethic and unwavering passion for business and the opportunities it presents.

We are currently looking for an eager and dedicated **Accounts Payable Clerk** to join our entrepreneurial team. In return, we offer a competitive base salary and benefit package along with the opportunity to broaden your exposure to multiple industries and businesses.

The successful candidate will be responsible for the general accounting functions required on a daily basis for the efficient running of the team. Specific duties may include the posting and processing of journal entries, processing AP and performing reconciliations, paying invoices by cheque and credit card, follow up with vendors, assisting in the preparation of balance sheets, income statements and other financial statements, and updating financial data in databases to ensure that information is accurate and immediately available when needed. Being a dynamic individual with the ability to use initiative to solve problems and implement solutions while in a fast-paced work environment will be the key to your success. Along with your day to day duties, you will be assisting with special accounting projects and a variety of other accounting functions.

The successful candidate should possess the following qualifications:

- Post-secondary education in accounting or related experience
- Strong work ethic with 1+ years of work experience in a real estate or construction industry.
- Solid computer skills with a strong attention to detail and accuracy, knowledge of Yardi and CaseWare considered an asset
- Ability to work well under pressure while meeting daily/weekly deadlines
- Strong time management skills with a strong work ethic and exceptional attention to detail.
- Excellent written and verbal communication skills with the ability to communicate effectively with a wide variety of people.
- Strong ability to manage multiple tasks and duties, while meeting daily deadlines, in a consistent manner.
- Ability to work well as a member of a team

If you feel you are the positive team player we are looking for, please forward your resume and cover letter to HR@highfieldig.ca.

We appreciate the interest of all applicants, however, only those selected for an interview will be contacted.