



Employment Opportunity Accounts Payable Coordinator

Are you looking for a rewarding career with a dynamic builder with proud Atlantic Canadian roots, a purpose-driven culture, and an unwavering commitment to exceeding client expectations and having positive community impact? DORA Construction is looking for you!

Why choose DORA Construction to build your career?

1. Make an Impact in Local Communities with Projects That Build Communities

Since 2003, DORA has delivered exceptional projects ranging from large commercial projects to meticulous restorations, building with pride, skill, and integrity. With office locations in Halifax, Lunenburg, and Sydney, DORA's service offering encompasses design flexibility, innovative building technologies, project management excellence and client relationship focus and covers a broad spectrum of project types including new retail, commercial, residential, and industrial, Net Zero, historic restorations, community/non-profit and First Nations construction.

2. Become Part of a Rewarding and Inclusive Work Environment

DORA believes in not only talking the talk, but we also stand by our values and ensure our employees do as well. We are committed now more than ever to providing a safe, diverse, and inclusive workforce for everyone. We support ongoing training, education, and leadership to encourage personal and professional growth for all. Our commitment to getting the job done and building quality client relationships is visible through our humility and teamwork every day, whether it be in the office or on the job site. We celebrate our successes together and are proud when our vision comes to life!

Dora Construction believes in building communities that are connected and make an impact.

- We build solid.
- We build engagement with our clients.
- We build partnerships with key players on every project.
- We build understanding of every stakeholder's role.
- We build on our guiding principles.
- We build with a long-term view.

From our solid foundation, we will build yours. We build solid.

Opportunity- Accounts Payable Coordinator

The Accounts Payable Coordinator is a vital part of our accounting team. Reporting directly to the Financial Controller, the Accounts Payable Coordinator is frequently communicating with suppliers and arranging payments for suppliers, subcontractors, and internal accounts on behalf of the organization.



Employment Opportunity Accounts Payable Coordinator

Position Responsibilities:

Including but not limited to:

- Comply with policies and procedures developed to maintain the integrity of the accounts payable process.
- Maintain professional working relationships with suppliers, consultants, subcontractors, and other employees.
- Match incoming invoices with purchase orders and enter invoices into the accounting system.
- Sort, electronically file, and maintain accounts payable documents.
- Reconcile contracts, associated payments, and supplier statements.
- Correspond with suppliers and use accounting system to monitor payment progress and respond to enquires/issues.
- Reconcile corporate accounts (credit cards, gas cards, utility invoices) and process credit applications.
- Coordinate payment approvals and distribute cheques on behalf of the organization.
- Other duties as assigned.

Qualifications:

- Post secondary degree with an accounting focus or a combination of education and experience.
- Prior experience in an accounts payable role, preferably 3 years minimum (experience in the construction industry would be an asset).
- Excellent interpersonal and communication skills, both written and verbal.
- Strong organizational and multitasking abilities, with a keen eye for detail.
- Proficiency in Microsoft Office Suite and Excel.
- Experience with Acumatica, Timberscan, and/or Procore would be beneficial.
- A positive, friendly attitude and a genuine desire to provide exceptional service to clients and colleagues.
- Ability to work independently and as part of a team in a fast-paced environment.

Salary and Benefits:

- Salary negotiable, dependent on experience.
- Health, dental, and life insurance coverage.
- Group RRSP with company matching contributions.
- Healthy living allowance.
- Paid vacation annually
- Personal and volunteer days.

All applications are strictly confidential.

If you are interested in this rewarding career opportunity with us, please send your resume in confidence, along with salary expectations, to bsisco@doraconstruction.com

We thank all applicants for their interest, however only those selected for an interview will be contacted.