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Job Title: **Accounts Payable Specialist**

Location: **Head Office in Hamilton, ON**

Reports To: **Director of Finance**

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At Dunsire, we don't just build homes — we build opportunity. As a leading developer with an active pipeline of purpose-built rental communities and new home construction across Southern Ontario, we offer our team the confidence of working with a company that's moving forward, not standing still. While others are slowing down, Dunsire is scaling up, with multiple low-rise, mid-rise, and rental projects underway — strengthened by our partnership with Drewlo Holdings, one of the region's most respected rental developers.

Our award-winning communities are a testament to the pride we take in quality, innovation, and bringing "wow" to every stage from design to delivery. We're passionate about creating not only outstanding homes but also an outstanding workplace, where top talent is inspired, supported, and given room to grow.

#### **Role Overview**

The Accounts Payable Specialist at Dunsire Developments will play a vital role in the financial operations of the company, ensuring accurate and timely processing of accounts payable transactions.

#### **Responsibilities**

- Process invoices received from vendors, suppliers, subcontractors, and utility providers promptly and accurately.
- Verify that invoices comply with company policies and contractual agreements.
- Ensure proper coding and allocation of expenses to appropriate projects and cost centers within the accounting software.
- Maintain positive relationships with vendors, suppliers, and subcontractors through timely communication and resolution of payment inquiries.
- Responsible for completing new vendor onboarding related to invoice submission, payment timelines and hold backs.
- Coordinate with project managers, site supervisors, and procurement teams to address any discrepancies or issues related to invoices or payments.
- Negotiate payment terms and discounts with vendors to optimize cash flow and minimize costs.
- Reconcile accounts payable transactions with vendor statements, bank statements, and internal records on a regular basis.
- Prepare monthly, quarterly, and annual reports detailing accounts payable aging, outstanding liabilities, and cash flow projections.
- Assist in the preparation of financial statements and budget forecasts by providing accurate and up-to-date accounts payable data.
- Continuously review accounts payable processes and procedures to identify opportunities for efficiency gains and cost savings.
- Implement best practices and controls to ensure compliance with regulatory requirements and internal policies.
- Participate in internal and external audits by providing supporting documentation and explanations as needed.

- Collaborate with other members of the finance team, including Project Accountants to streamline overall financial operations.
- Work closely with project managers, site supervisors, procurement officers, and other stakeholders to support project-specific accounting needs and objectives.
- Other duties as assigned.

**Qualifications:**

- Degree or Diploma in Accounting, Finance, or related field preferred.
- Minimum of 2-3 years of experience in accounts payable or related roles, preferably in the construction or real estate industry.
- Proficiency in Sage accounting software and Microsoft Office suite required.
- Strong analytical skills with attention to detail and accuracy.
- Excellent communication and interpersonal skills.
- Ability to prioritize tasks and meet deadlines in a fast-paced environment.
- Familiarity with regulatory compliance standards and financial reporting requirements.

**Why Join Dunsire?**

- Come join a company that has been certified as a **Great Place to Work** by our amazing team!
- Recently certified as one of the **Best Workplaces in Real Estate & Construction** and **Best Workplaces in Ontario!**
- **Growth Opportunities:** Be part of a growing organization with opportunities for professional advancement.
- **Impact:** Play a direct role in shaping communities across Southern Ontario.
- **Culture:** Join a collaborative and supportive team that values innovation and excellence.
- **Compensation:** A competitive salary, commensurate with experience and along with an RRSP program and benefits.

Proposed Salary Range: \$55,000-65,000 annually

Please note: This is a new position, and resumes are not screened by AI.