



EMPLOYMENT OPPORTUNITY
(Permanent, Full-Time)

POSITION: AP Coordinator
DEPARTMENT: Aquilini Beverage Group and Aquilini Vineyards
REPORTS TO: Controller
LOCATION: Vancouver, BC (Hybrid)

COMPANY PROFILE:

Aquilini Investment Group ("AIG") is a diversified family business founded in Vancouver, BC more than 50 years ago with roots in the real estate development and construction industry. Today the company owns and manages an international real estate portfolio that includes commercial and residential properties, hotels, golf courses, vineyards and blueberry and cranberry farms. In addition to its ongoing pursuits in real estate development and construction, AIG has expanded its holdings to include assets in the sports & entertainment, renewable energy, aquaculture, tourist attractions, restaurants, and food & beverage industries.

Aquilini Beverage Group ("ABG"), a division of AIG, is a leading North American beverage producer with a portfolio of wine brands, ready-to-drink beverages and an innovation lab dedicated to the research and development of new and unique products. ABG is growing at a record pace, and always looking for new ways to captivate consumers with compelling beverage concepts, including our category-changing ready-to-drink beverages, a portfolio of successful wine brands primarily from Washington State, and soon spirits.

SUMMARY:

The AP Coordinator is responsible for processing a high volume of accounts payable invoices and transactions and assisting with the financial operations as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Other duties may be assigned from time to time)

Accounts Payable Processing:

- Prepares and processes accounts payable invoices, cheques, wire transfers, and EFT payments
- Indexes/codes invoices to the correct GL account as they are received, to ensure correct classification in the financial statements
- Corresponds with vendors and responds to inquiries in a timely manner
- Monitors accounts to ensure payments are up to date, paid on time, and takes advantage of favourable vendor terms, where appropriate
- Sorts and files all paid invoices and other documents, as needed
- Ensures Sage 300 is updated regularly for accuracy of vendor contact, address, payment terms, and tax information
- Assist in preparation of annual 1099 tax forms for US vendors
- Performs other related accounts payable duties as required

Full cycle accounting

- Assists with full cycle accounting and reporting for various divisions
- Responsible for the Accounts Receivable function, inputting invoices, posting cash receipts, and following up with clients if payments are past due

- Ensures bank reconciliations are properly maintained, updated, and reconciled on a monthly basis
- Prepares GST/HST tax remittances in compliance with governing legislation and regulations
- Collaborates with the wider group accounting team on the monthly and quarterly financial close process
- Various ad hoc and special projects

REQUIRED EXPERIENCE AND QUALIFICATIONS:

- Bachelor's degree in Commerce or Business Administration
- 1-3 years of progressive accounts payable and/or financial reporting experience
- Advanced knowledge of Excel is required and working knowledge of Sage an asset
- Strong analytical and problem-solving skills
- Excellent attention to detail
- Ability to work well both individually and as part of a team
- Extremely organized, thorough and takes pride in quality
- Ability to handle conflicting deadlines and prioritize
- Proven self-starter and strong interpersonal skills

Interested, qualified candidates are invited to submit their resume by clicking the "Apply Now" button at the top of the page. This position will remain open until filled.