

	<b>Position Profile</b>
<b>Position Title</b>	Accounts Payable Administrator
<b>Position Location</b>	Calgary, Alberta
<b>Reports To</b>	Assistant Property Manager
<b>Date</b>	April 2010
<p><b>ABOUT US – DUNDEE REALTY CORPORATION AND DUNDEE REALTY MANAGEMENT CORP.</b></p> <p>Dundee is an exceptionally dynamic and entrepreneurial organization. We seek out the best. Our employees are talented, committed and diverse, and share core organizational values including integrity, respect, fairness and accountability. Our team members come not only from the real estate sector but also a variety of industries – with many being subject matter experts. What do we have in common? A real passion for our business and a strong desire to excel.</p> <p>This organization is all about providing value – equally for our tenants and for our investors. We work in an open concept environment that was modeled to promote teamwork, communication and productivity. Our environment is fast paced, edgy and forward thinking. We are highly professional and we have fun.</p>	
<b>ROLE</b>	
<p>Dundee is looking to hire an <b>Accounts Payable Administrator</b> with a minimum of 1 (one) to 3 (three) years experience. Responsibilities include:</p> <ul style="list-style-type: none"> <li>▪ Responsible for all property accounts payables</li> <li>▪ Day to day accounting operations on JDE System</li> <li>▪ Enter invoices within 24 hours upon receipt</li> <li>▪ Responsible for investigating errors in accounting journals &amp; provide correction</li> <li>▪ Support in administrative function for Property Administrator and Property Manager</li> <li>▪ Other related duties as assigned</li> </ul>	
<b>SKILLS</b>	
<ul style="list-style-type: none"> <li>▪ <b>Strong people skills.</b> A Team Player. A proven ability to build relationships at all levels of an organization.</li> <li>▪ <b>Strong communication skills.</b> Demonstrated in written, verbal report writing, presentations, and meeting facilitation</li> <li>▪ <b>Responsiveness.</b> Ability to anticipate client needs and commit to respond in agreed timeframes</li> <li>▪ <b>Innovator.</b> Proven ability to identify, evaluate and develop new ideas with supportable results.</li> <li>▪ <b>Deliver on Commitments.</b> Ability to set clear and deliverable goals.</li> </ul>	
<b>QUALIFICATIONS</b>	
<ul style="list-style-type: none"> <li>▪ Minimum 2 years experience in an accounting function, preferably in the property management industry</li> <li>▪ Proficient in Microsoft Office, specifically Excel and Word</li> <li>▪ Experience with JD Edwards OneWorld is an asset</li> </ul>	

Please visit our website [www.dundeerealty.com](http://www.dundeerealty.com) for more information about us.

To apply for the position of AP Administrator, please submit your resume to [HRRecruit@dundeerealty.com](mailto:HRRecruit@dundeerealty.com) or via fax to 403-212-7179.

Thank you!