

Accounts Receivable Specialist

Who We Are

Located in Vancouver, Cressey Development Group is a leading real estate firm established over 55 years ago. Cressey has evolved into a large size development and property management company that does more than construct buildings. We create communities – the kind of desirable places that people are proud to own, proud to live in, and proud to call home.

Job Overview

The Accounts Receivable (AR) Specialist supports the accounts receivable process by accurately processing tenant payments, maintaining detailed ledgers, supporting the tracking of outstanding payments, and contributing to financial reconciliations. This role ensures the timely and precise recording of all AR transactions and assists in resolving tenant billing inquiries. The AR Specialist collaborates closely with the Senior AR Specialist and AR Supervisor to support the overall efficiency and effectiveness of the AR department.

Key Responsibilities

Rent Collection and AR Management

- Process and post rent payments (EFT, cheques, pre-paid rent) in Yardi.
- Generate and distribute weekly arrears report and follow up on outstanding balances.
- Track and assist the Operations team with monitoring rent, late fees, and Non-Sufficient Funds (NSF) charges.
- Reconcile tenant accounts and assist with lease charge adjustments.

Financial Reconciliation and Reporting

- Ensure accurate bank deposits and reconcile payments with bank statements.
- Prepare and submit financial summaries to property accountants.
- Validate intercompany rent deposits and assist in month-end closing.

Tenant and Property Manager Support

- Respond to tenant billing inquiries and resolve payment discrepancies.
- Support resident managers with AR procedures and training.
- Ensure lease amendments and security deposit refunds are accurately processed.

System and Process Optimization

- Maintain accurate AR records in Yardi Voyager.
- Validate utility billing and ensure alignment with lease agreements.
- Identify and resolve Yardi discrepancies in tenant accounts.

Skills and Qualifications

- 1-3 years of experience in AR, finance, or accounting.
- Proficiency in Yardi or similar property management software.
- Basic understanding of lease agreements and tenant billing.



- Strong analytical and reconciliation skills.
- Excellent communication and problem-solving abilities.
- Ability to work independently and manage priorities in a fast-paced environment.

Interested in joining our team? Please send us an email at careers@cressey.com , including your resume, a brief introduction of yourself, and what area you are willing and available to work. We review candidates promptly and will be in touch if your experience aligns with the role.

We look forward to connecting with you!