



## **Our Company**

We are a British Columbian-owned boutique management company specializing in strata and rental management services. Our company roots are grounded in technology and strata management. In early 2017, a tech-forward and people-forward union occurred. Bazinga! Technologies, a Vancouver-based software company acquired a small a property management company, and from there Tribe Management was born.

Our Mission is to connect communities through heartfelt service and innovative technology, while our Vision is harmonious community living, informed and inclusive.

At Tribe Management, we strive to build positive long-term relationships with council members and owners. This means transparency in all of our dealings with our communities by ensuring frequent and purposeful communication and easy access to information. We manage assets and care for homes like they are our own.

Over 160 communities across the province trust us with the management of one of their most important possessions – their homes.

## **Our Culture**

We are a fast-paced, growing company of more than 60 employees. While we typically like to highlight our in-office ping-pong and foosball, kombucha tap and insta-worthy Treat Tuesdays...we are currently working under a phased approach to in-office operations depending on role, responsibility and current health guidelines.

We have virtual Town Halls twice a month, match up staff for weekly remote coffee chats to keep connected and are testing out virtual social activities. Most importantly we provide a flexible working environment and have a COVID committee that meets weekly to discuss current pandemic trends to ensure we keep you comfortable and well during these difficult times. Take a look at our Instagram account @tribe\_mgmt to get a feel for our company.

## **Job Description**

Do you want to make a difference in people's lives? We are a group of people with passion for solving some of BC's more complex living problems. We endeavor to simplify people's lives in their homes and communities and we want you on the team to help us with this purpose. By providing support to Community Managers, home owners and partners with a take charge, get it done attitude. Ensuring that customer and accounting services are provided in a manner that ensures the Tribe experience is consistently superior.



## **Main Job Responsibilities:**

- Preparing and processing of monthly EFT files;
- Handling and organizing of cash, cheques, electronic payment receipts, and post-dated cheques;
- Performing collection procedures including receipting and allocating of payments;
- Entering charges/invoices, deposits, refunds, cancellations, and reversals;
- Responding to owner, council, or manager queries in a timely manner;
- Updating owner/tenant ledgers and information in the accounting software;
- Sending out monthly arrears statements/letters;
- Ensuring timely follow-up on arrears communications;
- General administration tasks including but not limited to processing incoming/outgoing mail, data entry, and filing; and
- Ad-hoc tasks as required by supervisor

## **Qualifications**

- Have a minimum of 1 year experience in an office-accounting setting;
- Strata and/or rental experience is an asset but not required;
- Exceptional numeracy skills;
- High attention to detail while working with high volumes;
- Excellent verbal and written communication skills;
- Accurate data entry and relentless attention to detail;
- Highly organized with good time management skills;
- Proven skills using Microsoft Office

**Job Types:** Full-time, Permanent

### **Benefits:**

- Dental care
- Extended health care
- Vision care

### **Schedule:**

- 8 hour shift

### **Experience:**

- Accounts Receivables: 1 year (Preferred)

### **Apply**

- Please send cover letter and resume to [careers@tribemgmt.com](mailto:careers@tribemgmt.com)