



JOB TITLE: Accounts Payable Administrator
MANAGER: Vice President, Corporate Accounting
JOB TYPE: Permanent

DRI Capital (“DRI”) is a partner of choice in the global pharmaceutical royalty sector. Founded in 1992 as Drug Royalty Corporation, DRI has a strong track record of funding innovation and indirectly advancing patient care, backed by its deep, specialized expertise and capabilities that span indications, therapeutic areas and geographies. DRI’s managed funds have purchased over 60 separate international royalty streams from inventors, universities, research institutes, biotechnology and global pharmaceutical companies located around the world, payable on over 40 different leading pharmaceutical products. Headquartered in Toronto, DRI Capital manages DRI Healthcare Trust (the “Trust”), an unincorporated open-ended trust governed by the laws of the Province of Ontario. The Trust’s units are listed and trade on the Toronto Stock Exchange in Canadian dollars under the symbol “DHT.UN” and in U.S. dollars under the symbol “DHT.U”.

Job Description:

DRI is looking for a highly-motivated and results-driven individual to join our Finance team as an **Accounts Payable Administrator**. The successful candidate will be involved in all aspects of accounts payable and coordinating payments for multiple legal entities including the Trust and its subsidiaries and DRI Capital and its subsidiaries.

Specific Accountabilities include:

- Log and organize all purchase invoices for distribution to appropriate divisions to obtain necessary approval and general ledger coding
- Process corporate accounting entries through the general ledger utilizing AP and Accounting system
- Ensure all vendors are paid in a timely manner by:
 - Preparing cheque batch runs for processing
 - Complete manual cheque requests
 - Preparing all wire instructions
- Prepare AP control reports to ensure accuracy and completeness and the execution of quarterly supplier reconciliations
- Process all expense reports and credit card payments reconciliations to ensure adherence to expense policy guidelines
- Update and monitor all bank information including:
 - Monitoring bank balances and outstanding payments
 - Creating/maintaining wire templates
 - Preparing Board payments packages
 - Preparing wire transfer instructions
- Prepare and ensure timely receipt of Corporate recoverables including:

- Preparation of invoices and summary reports
- Detailed allocation analysis and transfer of information to Funds
- Reconciliation of intercompany balances
- Timely preparation of intercompany reconciliation to Fund payables
- Maintain a filing system for all financial documents

CORE COMPETENCIES

- Strong organization and multi-tasking skills with ability to achieve results and meeting demanding deadlines under pressure
- Highly attentive to detail
- Energetic, flexible and positive team player
- Excellent communication skills, both written and oral
- A strong work ethic
- Communicates proactively

EDUCATION AND EXPERIENCE

- 5+ years of relevant experience in Accounts Payable
- Strong accounting skills, attained through a combination of education and prior work experience
- Good knowledge of basic accounting systems.
- Knowledge of NetSuite, SquareWorks, Sage 300 CRE (Timberline and Timberscan) systems is an asset.
- Knowledge of Concur expense management system is an asset.
- Extensive experience working with MS Office applications with advanced excel skills required.

The DRI core values are “team work”, “integrity” and “drive to win.” Accordingly, the candidate we are looking for will demonstrate the following:

- Outstanding communication skills, both written and verbal
- Excellent interpersonal and well-developed relationship management skills
- A track record of hard work and success
- Strong service orientation and work ethic and a professional demeanor
- Strong organizational skills, attention to detail and a proactive nature
- Detail oriented with the ability to continually monitor processes and procedures to optimize group effectiveness
- Motivated individual with drive and proven ability to work in a fast-paced environment and the ability to handle multiple projects at one time while meeting demanding deadlines

The position is located in Toronto and offers a competitive compensation package, commensurate with experience.