

## Property Accountant

### Key Responsibilities:

- Responsible for all aspects of property accounting and financial reporting for a mixture of retail, office, industrial and mixed use properties.
- Prepare on a monthly basis the property management reports including the full set of financial statements, property summary, variance analysis and subledgers.
- Prepare on a monthly basis the accrual of CAM/Realty tax recoveries; as well as preparing the annual year end tenant reconciliations together with the invoices to tenants.
- Prepare annually the year end files for the review/audit engagement of external auditors as well as for the internally issued year-end financial statements.
- Prepare in coordination with the operations group the annual operating budget and cash flow budget of the properties.
- Prepare the cash position of properties on a monthly basis and determine distribution or cash call to owners.
- Assist in the preparation of the property cash projection models updated on a regular basis as required.
- Liaise with the property operations group in analyzing variances as well as on other matters related to the monthly reporting.
- Liaise with the external auditors in responding to queries related to the year-end working paper files.
- Respond to queries and requests from the accounting group of the co-owners.
- Provide information requested by lenders and other third parties related to the financial statements of the properties.
- Coordinate with the accounts payable group for cut off period as well as the calculation of management fees.
- Special projects upon request.

### Skills & Qualifications:

- University degree or diploma in Accounting
- Enrolment in CPA program or equivalent post-secondary program is an asset
- Minimum 2 – 3 years related Property Accountant experience
- Working knowledge of Yardi Voyager 7 is preferred
- Working knowledge of Microsoft Office and Windows environment
- Strong communication and organizational skills
- Strong inter-personal skills
- Ability to adapt and prioritize time sensitive tasks and heavy workload
- Flexibility to meet tight deadlines, requiring additional hours as necessary