

## CAREER OPPORTUNITY

# Controller, Property Management

### JOB SUMMARY

As a key member of the Executive Management team, the Controller will report to the Vice President Finance and assume a senior role in the overall management of the company's finance and accounting functions.

The position will have primary day-to-day responsibility for planning, implementing, managing and controlling finance and accounting related activities of the company. This will include direct responsibility for various accounting and finance functions, forecasting, planning, analysis, and assistance with a variety of other support functions including: IT support, human resource management, quality control measures, operational systems, business, performance and quality measures and legal issues.

The position will also be responsible for hiring, directing, overseeing and mentoring junior project accounting staff.

### RESPONSIBILITIES

Handle all banking and lending requirements as required.

Perform capital planning requirements.

Signing officer for vendor payments.

Review vendor payments to ensure accuracy/proper authorization provided.

Review monthly financial statements for property management portfolio.

Review common area reconciliations/prepare if necessary.

Review budgets for managed properties.

Review audited financial statements.

Preparation of year-end accruals and working paper files for condo audits.

Prepare condo reserve fund reporting.

Review trust bank reconciliations on a monthly basis.

Preparation of government remittances (GST and payroll).

Administer payroll functions.

Payables/AR (bank deposits)/financial statements for companies.

Track sales, prepare invoices, issue payments for the organization.

Prepare cash flows for managed properties.

Meet with condo boards/commercial owners to educate them on financial statements.

Manage account for cellular phones.

Provide liaison between IT supports and the organization.

Administer agent accounts for brokerage.

Administer trust audit for the organization.

Maintain trust records for brokerage operations.

## **QUALIFICATIONS**

Bachelor Degree in Commerce of Finance, and/or CA, CGA, financial designation, or other equivalent professional training.

Five (5)+ years in progressively responsible financial leadership roles, preferably in real estate, property management, and/or construction related industry.

Strong interpersonal skills, ability to communicate and manage well at all levels of the organization is essential.

Strong problem solving and creative skills and the ability to exercise sound judgment and make decisions based on accurate and timely analyses.

High level of integrity and dependability with a strong sense of urgency and results-orientation.

PC proficiency is essential (Windows environment) and strong working knowledge of Spectra property management software, Excel and QuickBooks is preferred.