

PROPERTY ACCOUNTANT – Part Time

Company Description

Dunsire Real Estate Services Inc. is a locally grown Winnipeg company dedicated to providing high-quality full-service property solutions. We focus on customer service and understanding the unique needs of each property to maximize its potential. We believe in transparent communication to facilitate the development and growth of our clients' businesses, building strong professional relationships in the process.

Role Description

This is a part-time hybrid role for a Property Accountant located in Winnipeg, MB, with flexibility for remote work. The Property Accountant will be responsible for financial statements, journal entries, accounting, finance, and financial reporting tasks on a day-to-day basis.

Qualifications

- Committed to personal growth and integrity through confidential and ethical behaviour in the performance of all duties.
- Financial Statements, Accounting, and Financial Reporting skills
- 2+ years of full-cycle property accounting experience
- Strong customer services skills and problem-solving skills for internal and external clients.
- Ability to work effectively in a growing environment
- Ability to work independently and in a team
- Strong understanding of finance principles
- Excellent attention to detail and organizational skills
- Proficiency in Yardi is an asset
- Bachelor's degree in accounting, Finance, or related field
- CPA designation is a plus

Duties

- Daily Bank reconciliation
- Preparing and posting journal entries
- Accounts payable and receivables
- Prepare and track invoicing
- Accounting reports (monthly)
- Run monthly rental charges and pre-auths
- Year end reconciliations
- Prepare GST filings
- General administration

What we offer

We provide a collaborative and engaging environment with a supportive growth minded culture.
Paid personal days, summer hours, health benefits, education allowance.
Flexible working arrangements to support a healthy lifestyle.

Send Resume to Craig@DunsireRES.ca

