

## **Job Opportunity: Commercial Property Accountant**

Are you a detail-oriented accounting professional with a passion for real estate? Our client is looking for an experienced full cycle property accountant to join their dynamic team and play a crucial role in managing their diverse portfolio of commercial properties.

### **Key Responsibilities:**

#### **Monthly Tasks:**

- Deposit tenant cheques and manage monthly rent rolls.
- Reconcile balance sheet accounts and produce financial statements.
- Analyze vacancies and record journal entries.
- Ensure compliance with GST and other taxes.
- Monitor cash positions and anticipate deficiencies.
- Perform monthly bank reconciliations and follow up on outstanding items.
- Review and correct monthly receivables and assist with collections.
- Process tenant administration duties and provide tenant analysis.
- Review accounts payable coding for accuracy.
- Handle RTB documentation for residential tenants.
- Calculate leasing commissions and prepare invoices.

#### **Annual Tasks:**

- Complete year-end operating cost adjustments and tenant billings.
- Prepare and follow up on property budgets.
- Send new rental notices for the upcoming operating year.
- Assist with year-end audit and tax filing processes.

#### **Other Duties:**

- Set up new tenants and properties in Rent Manager.
- Handle annual property tax invoicing.
- Maintain property-specific processes and information.
- Perform other duties as assigned.

#### **Qualifications:**

- 3+ years' experience in property management accounting.
- Strong understanding of full cycle accounting principles.
- Proficiency in financial statement preparation and reconciliation.
- Excellent analytical and problem-solving skills.
- Deadline focused

#### **Why Join Us?**

- Competitive Salary
- Collaborative work environment.
- Boutique firm
- Work/life balance
- Contribute to the efficient management of a varied property portfolio.
- Matching RRSP after 1 year
- Comprehensive benefits plan

If you are ready to take your accounting career to the next level, send your resume to Melissa Harju- [mharju@ververecruitmentgroup.com](mailto:mharju@ververecruitmentgroup.com) We thank all applicants for their interest in the role but only those with relevant experience will be contacted.