

# Property Accountant

📍 Winnipeg, MB    ⌚ Full-time



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## Join Our Team and Grow Your Career in Real Estate Accounting

We are looking for a detail-oriented and proactive **Property Accountant** to join our dynamic accounting team. In this role, you will be responsible for the full-cycle accounting of a diverse portfolio of both internally and externally managed properties. If you thrive in a collaborative environment, enjoy working with property managers, and have a passion for real estate accounting, we want to hear from you!

### Key Responsibilities:

- Handle journal entries related to assets and intangibles, including deferred rents, amortizations, and prepaid expenses.
- Perform detailed General Ledger reviews to verify accurate coding of accounts payable invoices.
- Communicate directly with property managers to gather and clarify financial data.
- Compare rent roll revenue with General Ledger entries and reconcile straight-line rent adjustments.
- Calculate and reconcile operating cost recoveries and review property tax statements.
- Prepare monthly balance sheet reconciliations and GST remittances.
- Review and verify submissions from external property managers.
- Compile accurate monthly and quarterly audit files.
- Maintain and prepare monthly analytical reports.
- Assist with the annual budgeting process and final operating cost reconciliations for internally managed properties.
- Support and train junior accounting staff as needed.
- Take on additional projects or tasks as assigned.

### What You Bring:

- Bachelor of Commerce or a diploma in Accounting; relevant real estate accounting experience considered.
- 3+ years of experience in accounting, with a strong foundation in AP, AR, journal entries, and account reconciliations.
- Intermediate Excel skills and strong attention to detail.
- Fast learner with the ability to adapt to changing priorities and meet deadlines.
- Experience with property accounting and Yardi is a strong asset.

### Why Work With Us?

- Collaborative and professional work environment
- MB Top Employer
- Opportunities for professional development and growth
- Competitive compensation and benefits package

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