



LS Properties Asset Management Ltd.
200 – 5 Donald, Unit 16
Winnipeg, Manitoba, R3L 2T4

JOB POSTING: ACCOUNTING & ADMINISTRATIVE COORDINATOR

OVERVIEW

LS Properties is seeking a detail-oriented and reliable Accounting & Administrative Coordinator to support our group of real estate and operating companies. This full-time, onsite role reports directly to the Director of Financial Reporting & Investor Relations.

ABOUT THE ROLE

The successful candidate will assist with routine accounting functions, payroll preparation support, onboarding documentation, information distribution, and day-to-day administrative tasks.

KEY RESPONSIBILITIES

Accounting Duties:

- Process Accounts Payable (AP) and Accounts Receivable (AR).
- Prepare and post journal entries, including accruals.
- Perform bank reconciliations across the group of companies.
- Assist with month-end closing procedures.
- Prepare and submit GST filings.
- Maintain recurring payables and ensure accuracy of accounting records.
- Assist with resolving accounting discrepancies.

Administrative & Processing Responsibilities:

- Support payroll preparation and related documentation.

- Assist with employee onboarding and internal documentation.
- Coordinate document distribution, filing, and organized record keeping.
- Provide administrative support to management.
- Support general office processing tasks.
- Assist with ad hoc administrative and financial tasks.

QUALIFICATIONS

Required:

- Strong attention to detail and accuracy.
- Working knowledge of basic accounting principles.
- Proficiency with Microsoft Excel, Outlook, and Word.
- Ability to manage multiple priorities and deadlines.
- Ability to work onsite full time.

Preferred:

- 1–3 years of experience in bookkeeping or general accounting.
- Experience with accounting software (QuickBooks, Sage, Yardi, etc.).
- Experience supporting payroll or HR onboarding.
- Experience in real estate or property management is an asset.

COMPENSATION & BENEFITS

- Competitive Salary
- Group benefits after a three-month probation period.
- Full-time, onsite in Winnipeg, Manitoba.

Job Type: Full-time

Work Location: In person