

## Property Accountant

Full-time | Hybrid/Flexible

### About Us

Dunsire Konitz is a growing commercial property management company in Winnipeg. We have a passionate and hands-on approach to property management. We're looking for a Property Accountant to play an integral role in the financial management of the assets. This role is highly integrated with the Property Manager and provides direct support in terms of financial reporting, budgeting, and planning. This role is perfect for someone who is passionate about commercial real estate.

### Position Overview

Reporting to the Director of Finance, the Property Accountant will be responsible for the full-cycle accounting of a portfolio of properties, ensuring accurate financial reporting, budgeting, and support for property operations. The ideal candidate will be able to independently manage month-end close for multiple properties within established timelines. They will also have experience in property management accounting, analytical skills, problem solving skills, and the ability to collaborate effectively with others.

### Key Responsibilities

- Manage full-cycle accounting for a portfolio of commercial properties.
- Prepare monthly, quarterly, and annual financial statements.
- Reconcile bank accounts, tenant ledgers, and balance sheet accounts.
- Review and analyze property budgets, forecasts, and variances.
- Process & review CAM (Common Area Maintenance) recoveries, property taxes, insurance, and other operating cost adjustments.
- Support the preparation of annual audits and liaise with external auditors as required.
- Assist in process improvements and system enhancements within the accounting department.

### Qualifications

- 2+ years in property management or real estate accounting.
- Strong understanding of CAM reconciliations, lease accounting, and property operations.
- Proficiency with property management software (e.g., Yardi, MRI, or similar) and advanced Excel skills.
- Strong communication and interpersonal skills with the ability to work collaboratively in a team.

### Why Join Us

- Opportunity to influence and enhance core business processes, directly impacting decision-making
- Exposure to asset management decisions
- Room for professional growth and advancement
- Flexible working arrangements

### How to Apply

Please submit your resume to [hr@dkres.ca](mailto:hr@dkres.ca). Applications will be reviewed as received until a position is filled. We thank all candidates who apply, however, only those selected for an interview will be contacted.