



Manager - Client Reporting, Asset Management (Toronto) Epic Investment Services

EPIC Investment Services Inc. currently has \$14.2B in assets under management comprised of over 25M square feet of commercial space. This national portfolio of office, retail, industrial and multi-family properties is managed by over 100 professionals with multi-disciplined expertise including property management, asset management, mortgage lending and property development.

Supporting our Asset Management leaders specializing in all asset classes (retail, office, industrial, multi-residential), for the analysis and reporting of the financial performance of properties and portfolios.

KEY RESPONSIBILITIES/ACCOUNTABILITIES:

- Analyze financial performance of properties and portfolios against financial targets and key performance indicators for strategic review
- Assist in the preparation and presentation of the financial performance through monthly and quarterly reporting for Asset Management leaders and clients
- Support the preparation and finalization of Annual Business Plans
- Conduct financial modeling requested from various stakeholders
- Review draft evaluations and appraisals and assist in IPD reporting
- Prepare ad-hoc reporting and analysis in relation to property cash flow forecasts and capital distributions
- Assist with financial modelling and due diligence for new investments
- Debt analysis, financing and re-financing activities
- Lead and represent the Asset Management reporting team both internally and externally
- Driven to explore the use of technology to improve efficiencies for the Asset Management department
- Articulate the strategic implications of a variety of financial and operational models
- Liaise with external contacts to obtain data for non-property managed assets, and with internal departments regarding Epic managed assets
- Develop effective, collaborative working relationships with internal departments and also with third-party service providers including appraisers and legal advisors

QUALIFICATIONS:

- University degree in business/finance and preferably with a professional accounting designation
- 3 - 5 years' accounting/reporting experience in the real estate industry
- Strong understanding of accounting standards (ASPE / IFRS)
- Advanced financial analysis and financial modeling
- Reporting exposure at a property and/or portfolio level
- Experience in analyzing and articulating the strategic implications of a variety of financial and operational models
- Demonstrated ability to explore & implement progressive technological efficiencies
- Strong skills in financial modeling and analysis programs (Argus/Excel)
- Demonstrated strong technical competence in Microsoft Office applications including Word, PowerPoint and Excel; practical use of Yardi
- Solid understanding of property valuation techniques and practices
- Market research competency
- Proven ability to work in a fast-paced environment while adhering to deadlines
- Experience in investment management, construction and/or development (pro-forma background) is an asset

HOW TO APPLY:

Qualified applicants may e-mail their cover letter and current resume to careers@epicinvestmentservices.com indicating “**Manager – Client Reporting, Asset Management**” in the subject line.

Epic Investment Services is committed to an inclusive and accessible recruitment and selection process. If you are invited to attend an interview and require an accommodation, please let us know in advance.

We sincerely appreciate the interest of all applicants, however only those selected for an interview will be contacted. No telephone calls or Agencies please.

Visit our website at www.epicinvestmentservices.com for further company details.