



Manager, Property Accounting (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.

Location: Downtown Toronto

The Manager, Property Accounting is responsible for leading a team of Property Accountants to deliver high quality client service for financial reporting, budgeting, forecasting, variance analysis, and property acquisition/divestiture support for a specific portfolio of commercial properties.

KEY RESPONSIBILITIES:

Reporting to the Vice President, Controller, responsibilities include:

- Manage and develop direct reports, providing technical advice as well as coaching and performance management to develop a successful team
- Work effectively and collaboratively with property management and leasing staff to develop realistic financial plans and budgets, prepare customized packages as required
- Assist in preparation of monthly, quarterly and annual reporting, IPD Reporting, and other financial information as required to Senior Management, Property Managers and Owners, as needed
- Ensure all financial reporting procedures and processes are in accordance with agreed-upon or mandated schedules, owner requirements and some customized approaches as mandated by specific owners
- Coordinate with property management to ensure that Owner reports are produced accurately and on-time, with correct commentary; review the financial component of the executive summary and variance comments on the reports and assist as necessary in the drafting of the report.
- Prepare budgets accurately and on time, provide analysis on monthly/quarterly basis
- Ensure accurate and timely monthly general ledger close
- Review income statement, balance sheet, cash flow analysis, detailed variance analysis, and other financial reports
- Review/approve bank reconciliations
- Ensure timely Government reporting and remittances, and distributions in accordance with agreed-upon schedules
- Provide support to property/leasing management and senior management as required
- Coordinate the preparation of year end working papers and financial statement to auditors and audit queries
- Draft financial statements and operating cost statements
- Review rent variance analysis
- Review tenant recoveries and shortfall
- Review recovery rates for actual and budget estimates
- Review instalments to tenants
- Coordinate completion of final cost recovery billings and instalment billings to tenants
- Percentage Rent review of accruals and analysis
- Straight line rent calculation
- Assist with the acquisition and disposition of properties as required
- Provide regular updates to the Vice President, Controller
- Continuously seek and recommend opportunities to increase the effectiveness of internal processes

QUALIFICATIONS:

- University degree in Accounting/Business with a professional accounting designation (CPA)
- Minimum 5 years' of progressive accounting experience within the commercial real estate industry, ideally managing and/or supervising commercial real estate Property Accountants
- Experience in successfully managing direct reports and developing high-performing teams
- Strong understanding of accounting standards (ASPE / IFRS) and internal controls
- Experience with audits
- Reporting at a portfolio level, including lease and operations reporting
- Demonstrated strong technical competence in Microsoft Office applications including Word and PowerPoint and Excel
- Experience with Yardi is required

Competencies:

- Demonstrated ability to hire and develop staff, provide technical guidance and performance coaching, regular and constructive performance feedback, development, regular communication and recognition for results
- Ability to analyze, problem-solve and make sound decisions based on knowledge and skills, with high level of attention to detail and accuracy
- Well-developed ability to build solid, respectful and collaborative relationships and establish rapport and credibility within the organization as well as with external partners and service-providers
- Ability to work independently but also as part of a team
- Ability to manage multiple priorities in a fast-paced environment, and meet deadlines under pressure
- Strong organizational and planning skills, ability to prioritize work and concurrently manage multiple tasks, projects and deadlines with attention to detail, timelines and budgets
- Strong written and verbal communication skills, with ability to create and deliver clear, concise reports

HOW TO APPLY:

Qualified applicants may e-mail their cover letter and current resume to careers@epicinvestmentservices.com indicating "**Manager, Property Accounting**" 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.