



Property Accountant Downtown Toronto Epic Investment Services

Epic Investment Services currently has \$17B in assets under management comprised of over 30M square feet of commercial space. This national portfolio of office, retail, industrial and multi-family properties is managed by over 150 professionals with multi-disciplined expertise including property management, asset management, mortgage lending and property development.

KEY RESPONSIBILITIES/ACCOUNTABILITIES:

For a specific portfolio of commercial properties, the Property Accountant is responsible for various aspects of the monthly full accounting cycle, reconciliations, compliance, entity financial and management reports, sales tax and other government compliance filings, forecasting, budgeting and continuous improvement of the company's financial reporting systems and processes.

Reporting to the Manager, Accounting, specific responsibilities include:

- Work with the full accounting cycle, including daily bank reconciliation, journal entries, general ledger, recovery, accounts payable, accounts receivable, year-end billing process.
- Prepare detailed monthly variance analysis, account reconciliations, and CAM and tax recovery shortfall and ratio analysis.
- Monitor and reconcile capital projects and leasing costs and prepare cash distribution on a monthly/quarterly basis.
- Prepare year-end audit package and entity financial statements and liaise with external auditors.
- Review and analyze financial information and process the information efficiently and take appropriate actions with minimal supervision to address and resolve the matters.
- Work with property management and leasing team to prepare annual budgets and quarterly forecasts based on leasing assumptions, capital and operating expenditures projections.
- Reconcile CAM and tax recoveries on a monthly basis, investigate for the cause of any variance, and propose trouble-shooting solutions to managers.
- Ensure that all regulatory and government returns and reporting (monthly/quarterly GST/HST, annual returns) are filed on time.
- Assist property management team in preparing and accounting managers in reviewing deliverables to Clients including budget books and monthly/quarterly books.
- Work effectively and collaboratively with property management and other staff to provide value-add customer service to internal and external clients.

QUALIFICATIONS:

- Minimum 3 years of property accounting experience within the commercial real estate industry, ideally experience working on behalf of a 3rd party manager with a variety of owners and/or joint ventures
- Accounting designation (CPA) and/or bachelor's degree in Accounting/Mathematics is preferred.
- Detail and deadline oriented and a team player is a requirement
- Must have a positive "can do" attitude with a proven track record for meeting/exceeding deadlines and producing accurate work.
- Excellent working knowledge of Excel and computerized accounting systems; experience in and knowledge of Yardi an asset.
- Must be able to communicate effectively, both written and orally, in the English language and work well with property management/site staff.
- Must be willing to learn new concepts in the monthly accounting cycle.
- Must be self motivated, possess strong organizational and analytical skills and have the desire to learn.

HOW TO APPLY:

Qualified applicants may e-mail their cover letter and current resume to careers@epicinvestmentservices.com indicating “**Property Accountant**” 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.