



Manager, Property Accounting (Downtown Toronto) Epic Investment Services

Epic Investment Services Inc. currently has \$16.5B in assets under management comprised of over 35M 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.

The Manager, Property Accounting is responsible for leading a team of three (3) Senior Property Accountants and one (1) Property Accountant to deliver high quality client service for financial reporting, budgeting, forecasting, variance analysis, and property acquisition/divestiture support for a specific portfolio of predominately office properties but also some industrial and retail properties.

KEY RESPONSIBILITIES:

Reporting to the Director, Property Accounting, responsibilities include:

- Manage and develop direct reports, providing technical advice as well as coaching and performance management to develop a successful team; and empower individuals to make decisions and be accountable for their actions
- Support positive team dynamics and culture including a positive, open, team focused work atmosphere
- Proactively identify and analyze opportunities for improving quality, effectiveness, and efficiency of internal processes and recommend solutions to achieve optimal results
- 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
- Partner with internal teams including property management, asset management, and leasing to deliver a high level of client service and ensure accurate financial analysis and reporting internally and externally to 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.
- 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
- 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
- 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.
- Ensure timely Government reporting and remittances, and distributions in accordance with agreed-upon schedules
- Coordinate the preparation of year end working papers and financial statement to auditors and audit queries
- Review draft financial statements including note disclosures and operating cost statements
- Review tenant recoveries, shortfalls and recovery rates for actual and budget estimates
- Coordinate completion of final cost recovery billings and instalment billings to tenants
- Review percentage rent accruals and straight-line rent calculations
- Review/approve bank reconciliations

- Assist with the acquisition and disposition of properties as required
- Provide support to property/leasing management and senior management as required

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 financial statement audits
- Reporting at a portfolio level, including lease and operations reporting
- Demonstrated strong technical competence in Microsoft Office applications including Word, PowerPoint and Excel
- Experience with Yardi is required

Competencies:

- Ability to analyze, problem-solve and make sound decisions based on knowledge and skills, and the ability to think big picture/high level impact as well as drill down to the detail for accuracy
- 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
- 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