



A Non-Bank Lender providing Construction,
Equity & Conventional Real Estate Finance

Position Title: Portfolio Accountant, Senior

Location: Toronto, ON

Job Opening: 1

Position Status: Full-Time

Closing Date: 1-June-17

SENIOR PORTFOLIO ACCOUNTANT

This position will provide accounting support for the real estate portfolio and/or mortgage investment portfolio.

Detailed Job Description:

- Preparation of monthly and quarterly financial statements and reporting packages for the various real estate entities, consolidations and to ensure that the financial statements are accurate and in accordance with statutory requirements;
- Preparation of the general ledger and working paper files including review of journal entries and bank reconciliations to ensure that financial reports and statements are accurate;
- Preparation of all statutory income tax filings including HST returns;
- Prepare monthly and year end tenant realty tax and CAM reconciliations as applicable, percentage rent and year-end invoicing by reviewing variance analysis, tenant spreadsheets, shortfall analysis and interim billings in order to meet the requirements of the tenants' leases;
- Prepare financial analysis to assist management in various real estate asset management decision and strategies;
- Responsible for the full cycle accounting of revenue generating properties and/or mortgage investments;
- Timely and accurate preparation of year end packages;
- Processing cheques
- Bank deposits
- Ensure timely communication of reporting between corporate financial reporting and all auditors; and
- Other accounting duties as required.

Requirements:

- University degree or college diploma in accounting, finance, or business;
- Preferred candidate will have (or be pursuing) an accredited accounting designation;
- Enthusiastic learner with demonstrated ability to thrive in a fast paced work environment;
- Strong analytical and accounting skills with excellent attention to detail;
- Self-starter with the ability to work independently under minimal supervision and as part of a large team;
- Strong organizational skills and the ability to work under tight deadlines
- Preferably experience with Yardi software is an asset
- Excellent time management and organizational skills; and
- Proficient in MS Office (Word, Excel, Outlook)

To apply for this position, please forward your resume and mention the position you are applying to wramos@firmcapital.com. We thank all candidates who apply for this opportunity but only those selected for an interview will be contacted.

About Firm Capital Corporation

Firm Capital Corporation is a real estate private equity firm located in Toronto focused in the areas of mortgage banking, real estate investments and capital markets. Firm Capital Corporation's main public entities include Firm Capital Mortgage Investment Corporation (TSX: FC) and Firm Capital Property Trust (TSXV: FCD.UN). Please visit our website at www.firmcapital.com for further company details.