



A Private Equity Real Estate Investment Firm focused on;
Mortgage Banking, Real Estate Equity & Capital Market Investments

Position Title: Accountant, Asset Management

Location: Toronto, ON

Job Opening: 1

Position Status: Full-Time

Closing Date: 21-June-17

PORTFOLIO ACCOUNTANT – ASSET MANAGEMENT

Reporting to the Vice President of Finance and Chief Executive Officer, the primary function of this position is to oversee the day-to-day operations of privately owned portfolio.

Responsibilities:

- Timely preparation and review of monthly, quarterly, and year-end financial statements and reporting packages for the various private entities, ensuring that the financial statements are accurate and in accordance with statutory requirements;
- Preparation and review 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;
- Prepares federal, provincial, and associated tax returns for corporate entities and personal;
- Review and submission of all statutory income tax filings including HST returns;
- Maintains compliances with regulations by forwarding timely required information, remittance to federal, provincial and municipal authorities;
- Manage day to day banking and preparation of daily cash flows;
- Provide assistance and respond to queries from senior management; and
- Perform other responsibilities and duties as assigned.

Requirements:

- University degree in business/accounting with an accounting designation (CA/CMA/CGA) is preferable, but not required;
- Strong technical skills including thorough knowledge of Canadian GAAP, IFRS and income tax reporting requirements;
- Familiarity with real estate accounting and reporting systems, specifically Yardi is an asset;
- Strong computer skills with a high level of skill in Microsoft Office, with extensive Excel skills;
- Proven ability to create a strong control environment;
- Ability to work in a fast-paced environment with competing deadlines;
- Excellent verbal and written communication skills;
- Detail oriented and focused on accuracy of reporting;
- Ability to multi-task and prioritize work;
- Strong book-keeping skills.

To apply for this position, please forward your resume 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.