



A Private Equity Real Estate Investment Firm focused on;  
Mortgage Banking, Real Estate Equity & Capital Market Investments  
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**Position Title:** Portfolio Accountant, Corporate

**Location:** Toronto, ON

**Job Opening:** 1

**Position Status:** Full-Time

**Closing Date:** 16-June-17

## **PORTFOLIO ACCOUNTANT – CORPORATE**

Reporting to the Vice President of Finance and Chief Operating Officer, the Corporate Senior Accountant will ensure the timeliness and accuracy of key deliverables including financial reporting and income tax filings for a variety of real estate, investment mortgage banking entities, and other corporate entities.

### **Key Responsibilities:**

- Timely preparation and review of monthly, quarterly and year-end financial statements and reporting packages for various entities, ensuring that the financial statements are accurate and in accordance with statutory requirements;
- Supervise and review the 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;
- Prepares documents necessary for various tax returns;
- Prepares tax provision schedules by reviewing, preparing and consolidating provision schedules;
- Maintains compliances with regulations by forwarding timely required information, remittance to federal, provincial and municipal authorities;
- Review and submission of all statutory income tax filings including HST returns;
- 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 combined with accounting designation (i.e. CA/CMA/CGA) preferable;
- Strong technical skills including thorough knowledge of Canadian GAAP, IFRS and income tax reporting requirements;
- Familiarity with real estate investment accounting and reporting systems, preferably Yardi;
- Strong computer skills with a high level of skills in Microsoft Office, with extensive Excel skills;
- Proven ability to create a strong control environment;
- Strong organizational and administrative skills;
- Detail oriented and focused on accuracy of reporting;
- Ability to work independently with minimal supervision;
- Ability to work under pressure with competing deadlines;
- Excellent verbal and written communication skills;

- Trustworthy and highly ethical;
- Excellent analytical and problem solving skills; and
- Team player.

To apply for this position, please forward your resume to [wramos@firmcapital.com](mailto: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**

Since 1988, the Firm Capital Organization, through its various affiliates operates as a boutique private equity real estate firm and alternative investment manager, with proprietary capital in partnership with various capital pools, partnerships, private and public equity funds, deploying capital opportunistically between debt and equity in the real estate private and public markets. Firm Capital currently has approximately \$3 billion in mortgage and real estate related assets under management. 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](http://www.firmcapital.com) for further company details.