



A Private Equity Real Estate Investment Firm focused on;  
Mortgage Banking, Real Estate Equity & Special Situation Investments

**Position Title:** Real Estate Portfolio Accountant

**Location:** Toronto, ON

## **REAL ESTATE PORTFOLIO ACCOUNTANT**

### **About Firm Capital Organization**

The Firm Capital Organization ("Firm Capital"), through its various affiliates operates as a boutique private equity real estate firm 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 Corporation's main public entities include Firm Capital Mortgage Investment Corporation (TSX: FC), Firm Capital Property Trust (TSXV: FCD.UN) and Firm Capital America Realty Partners Corp. (TSXV: FCA/FCA.U). Please visit our website at [www.firmcapital.com](http://www.firmcapital.com) for further additional details.

Due to recent growth there is an opening for a Real Estate Portfolio Accountant, this position will provide accounting support for the real estate portfolio. The candidate will have related experience in a real estate or property management environment with a solid understanding of REIT accounting and commercial properties.

### **Job Responsibilities:**

- Full cycle accounting of revenue generating properties and/or mortgage investments;
- Timely and accurate preparation of banking functions including reconciliations, HST, monthly account analysis, reconciliations and property files, year-end billings to tenants and the preparation of year-end packages including financial statements;
- Prepare annual budgets, CAM & TMI charges and recoveries;
- Set up and modify leases in the system;
- Assist Property Managers with resolution of tenant's CAM and tax inquiries;
- Preparing monthly packages for investors;
- Support the public company financial reporting, including quarter-end reviews and annual audits.
- Other accounting duties as assigned.

### **Requirements:**

- University degree or college diploma in accounting, finance, or business;
- Preferred candidate will have (or be pursuing) the CPA designation;
- Ability to learn quickly and 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;

- Experience with Yardi Voyager software is preferable;
- Excellent time management and organizational skills; and
- Proficient in MS Office (Word, Excel, Outlook);

**To Apply For This Position:**

Please forward your resume and reference the position you are applying for to [wramos@firmcapital.com](mailto:wramos@firmcapital.com). Visit our website at [www.firmcapital.com](http://www.firmcapital.com) for further company details. We thank all candidates who apply for this opportunity but only those selected for an interview will be contacted.