



A Non-Bank Lender providing Construction, Equity & Conventional Real Estate Finance  
Celebrating 30 years in 2018

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**Title:** Property Accountant

**Location:** GTA, ON

**Reports to:** Director Accounting / VP  
Finance

**Job Type:** Permanent, full-time

### **Who we are**

As part of the Firm Capital Organization, an entrepreneurial organization with a bright talent pool, Firm Capital Corporation is a real estate private equity firm 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), Firm Capital Property Trust (TSXV: FCD.UN) and Firm Capital American Realty Partners Corp. (TSXV: FCA.U, FCA). Please visit our website at [www.firmcapital.com](http://www.firmcapital.com) for further information.

Due to recent growth, there is an opening for a Property Accountant. This position will provide accounting support for the residential and commercial real estate portfolio.

### **What you need to succeed**

- University degree or college diploma in accounting, finance, or business;
- Enthusiastic learner with demonstrated ability to prioritize activities, develop plans and meet deadlines in a fast-paced, entrepreneurial environment;
- Strong analytical or problem solving skills with excellent attention to detail;
- A results-driven 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 is an asset;
- Excellent time management and organisational skills;
- Strong verbal and communication skills; Must be fluent in English (written and oral); and
- Proficient in Windows and MS Office (extensive experience using Excel);

## **Your new role**

- Responsible for the full cycle accounting of revenue generating properties;
- Timely and accurate preparation of bank reconciliations, payroll, and HST;
- Timely and accurate preparation of monthly account analysis, reconciliations and property files;
- Timely and accurate preparation of year-end billings to tenants;
- Timely and accurate preparation of year end packages;
- Assist Property Managers with resolution of tenant's CAM and tax inquiries;
- Processing cheques;
- Bank deposits;
- Handling any and all Investor/Borrower inquiries;
- Ensure timely communication of reporting between corporate financial reporting and all auditors; and
- Perform other responsibilities and duties as assigned.

## **What we offer you**

- Competitive salary
- Opportunity to advance your career as the company grows
- In-house Chef with weekly staff lunches
- Full kitchen with complimentary drinks and food
- Creative Social Committee that organizes team building events and weekly socials
- Free parking

## **How to apply**

Please forward your resume and cover letter with the position to which you are applying in the subject line: Property Accountant to [scraymer@firmcapital.com](mailto:scraymer@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.