



A Real Estate Capital Bank

A Private Equity Real Estate Investment Firm focused on;
Mortgage Banking, Real Estate Equity & Special Situation Investments
Celebrated 30 years in 2018

Title: Controller – Real Estate Accounting

Location: GTA, ON

Reports to: COO & CFO

Job Type: Permanent, full-time

Who we are

For over 30 years, an entrepreneurial organization with a long track record and a bright talent pool, the Firm Capital Organization is a real estate private equity firm focused on debt and equity, in the areas of mortgage banking, real estate investments and special situation investments, in the public and private markets. Please visit our website at www.firmcapital.com for further information.

The position

Firm Capital is looking for a Controller – Real Estate Accounting (the “**Controller**”). This position will report to the Chief Operating Officer and Chief Financial Officer. The Controller will ensure the timeliness and accuracy of key deliverables including financial reporting and income tax filings for Firm Capital’s various public and private real estate, mortgage banking, and capital markets operations. The Controller will manage a team of property accountants that are responsible for the preparation, analysis, and accuracy of financial statements and income tax filings for various public and private Firm Capital entities. Over time, the Controller will have the opportunity to move up in terms of role and become a potential divisional CFO.

What you need to succeed

- Preferred 10-15 years working experience with at least 7-10 years related experience in the real estate industry;
- University degree in business/accounting combined with CPA accounting designation 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;
- Strong computer skills with a high level of proficiency in MS Office (extensive experience using Excel);
- A results-driven self-starter with a historical ability to work independently under minimal supervision and as part of a large team in a highly entrepreneurial environment;
- Strong analytical or problem solving skills with excellent attention to detail;
- Proven ability to create a strong control environment;
- Strong organizational and administrative skills;
- Detail oriented and focused on accuracy of IFRS and GAAP reporting;
- Ability to work under pressure with deadlines;
- Ability to proactively lead and manage a team by coaching and mentoring junior staff;
- Trustworthy and highly ethical; and
- Strong verbal and communication skills; Must be fluent in English (written and oral).

Your new role

- Timely preparation and review of monthly, quarterly and year-end financial statements and reporting packages for the various private and public 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;
- Review and submission of all statutory income tax filings including HST returns;
- Manage and review the activities of direct reports including property accountants to ensure the timely and accurate completion of reports in accordance to deadlines;
- Prepare financial analysis to assist asset and property management in various real estate asset management decisions and strategies;
- Review monthly and year-end tenant tax and CAM reconciliations, percentage rent and year-end invoicing by reviewing variance analysis, tenant spreadsheets, shortfall analysis and interim billings in order to meet the requirements of tenants' leases;
- Manage day-to-day banking operations;
- Preparation of daily, monthly and annual cash flows;
- Preparation of annual property business plans, including operating, capital and leasing budgets;
- Attend meetings in person with senior management and the Board of Trustees/Directors (collectively the "**Board**") as needed;
- Provide assistance and respond to queries from senior management and the Board; and
- Perform other responsibilities and duties as assigned.

What we offer you

- Competitive salary;
- Medical and dental benefits;
- 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; and
- Free parking.

How to apply

Please forward your resume and reference the position you are applying to careers@firmcapital.com. Visit our website at 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.