



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

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**Title:** Portfolio Accountant, Real Estate

**Location:** GTA, ON

**Reports to:** Manager Real Estate  
Accounting / VP Finance – Real Estate  
Accounting

**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](http://www.firmcapital.com) for further information.

### **Position**

Firm Capital is looking for a Portfolio Accountant, Real Estate. This position will provide accounting support for corporate entities that manage residential and commercial real estate across Canada and the USA. The candidate will have related experience in corporate accounting, real estate, and/or financial services with tracking records of process engineering and process improvement.

### **Your new role**

- Responsible for the full cycle accounting of a group of revenue generating properties, including but not limited to calculating and collecting asset management fees and property management fees generated from residential and commercial properties, processing accounts payable, accounts receivable as well as reconciling intercompany transactions;
- Timely and accurate preparation of bank reconciliations, payroll, and HST;

- Timely and accurate preparation of monthly account analysis, reconciliations and property files;
- Prepare month-end and year-end packages; ensure timely communication of reporting between corporate financial reporting and all auditors; and
- Provide decision making support to senior management; and
- Perform other responsibilities and duties as assigned.

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

- A minimum 2 years' working experience preferably in real estate and/or financial service environments;
- University degree or college diploma in accounting, finance, or business;
- A self-starter, results driven team player and committed professional with analytical, problem solving skills;
- Strong attention to detail, prioritization and ability to meet tight deadlines in a fast-paced entrepreneurial environment;
- Strong verbal and communication skills; Must be fluent in English (written and oral);
- Proficient in Windows and MS Office (extensive experience using Excel);
- Experience with Yardi Voyager is an asset.

### **What we offer you**

- Competitive salary and group 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
- Free parking

### **How to apply**

Please forward your resume and cover letter with the position to which you are applying in the subject line: Portfolio Accountant to [careers@firmcapital.com](mailto:careers@firmcapital.com). Please list all licenses and/or certifications in your resume or cover letter. 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.