



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:** Mortgage Portfolio and Fund Accountant  
**Reports to:** VP Mortgage Operations and VP  
Accounting & Finance

**Location:** GTA, ON  
**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 Mortgage Portfolio and Fund Accountant. This position will provide accounting support for corporate and loan servicing teams. **The candidate must have sound knowledge of the mortgage life cycle.**

### Your new role

- Process various mortgage transactions, prepare monthly interest billing, various interest calculations, and mortgage statements.
- Administer property tax accounts for various properties in multiple municipalities, and condo fees where applicable.
- Respond to telephone calls or email correspondence from borrowers, underwriters and investors.
- Prepare monthly and annual financial reporting packages, including bank reconciliations, GL reconciliations, and identify adjusting journal entries to ensure accuracy of general ledger.
- Provide ad-hoc analysis and perform other responsibilities and duties to support senior management as assigned.

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

- Minimum 2 years' work experience, preferably in real estate and / or financial service environments
- Strong analytical and bookkeeping skills
- University degree or college diploma in accounting, finance, or business
- Be a self-starter, results driven team player and committed professional with analytical, problem-solving skills
- Strong attention to detail
- Prioritize and meet tight deadlines in a fast-paced entrepreneurial environment
- Team oriented with customer service mentality
- Proficient in Windows and Microsoft Office with extensive Excel skills

### **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: Mortgage Portfolio and Fund Accountant to [careers@firmcapital.com](mailto:careers@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.