



A Private Equity Real Estate Investment Firm focused on;  
Mortgage Banking, Real Estate Equity & Special Situation Investments  
Celebrated 35 years in 2022

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**Title:** Accounting Manager, Real Estate

**Location:** GTA, ON

**Reports to:** Controller Real Estate  
Accounting / VP Real Estate Accounting &  
Finance

**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

Within the Firm Capital Organization, Firm Capital Property Management Corp. is the property manager for a portfolio of multi-residential and commercial properties comprised of retail, industrial, and office across Canada. Firm Capital Property Management Corp. is looking for a **Accounting Manager, Real Estate**. This position will provide accounting support for the commercial real estate portfolio.

### What you need to succeed

- 5+ years' experience with full cycle commercial property accounting; extensive knowledge of CAM and TAX recoveries;
- Enthusiastic learner with a historical track record of prioritizing activities, developing plans and meeting 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 preferred;

- Excellent time management and organizational 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 and duties**

- Support both VP and Controller, Real Estate Accounting & Finance with duties on the real estate portfolio and accounting team,
- Manage 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;
- 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;
- Training and onboarding of real estate accounting staff , act as interim accountant for portfolio accountants who are on vacation, sick leave or new roles need to be filled i.e new property acquisitions
- Ensure the team is compliance with accounting deadlines
- Review of operating budgets for properties, including variance analysis and forecasting
- Review quarter end CAM & TAX reconciliations and assemble the necessary detail and back-up for tenant's and senior management.
- Handling borrower inquiries; annual mortgage review and liaise with Real Estate Analyst
- Liaise with property management staff
- Perform other responsibilities and duties as assigned.

### **What we offer you**

- Competitive salary
- Access to Senior Management for mentorship and opportunity for growth
- Dental and Medical Benefits
- 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 cover letter to [careers@firmcapital.com](mailto:careers@firmcapital.com) or 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.