



A Real Estate Capital Bank

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:** Controller – Real Estate

**Location:** GTA, ON

**Reports to:** CFO

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

### **Who we are**

For 35 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.

### **The position**

Firm Capital is looking for a Controller – Real Estate Operations (the “**Controller**”). This position will report to the Chief Financial Officer. The Controller will ensure the timeliness and accuracy of key deliverables including property financial reporting. The Controller will help manage a team of property accountants in relation to financial reporting. Over time, the Controller will have the opportunity to progress in their career and potentially become a divisional CFO.

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

- Preferred 5-7 years working experience in the commercial and residential real estate sectors with 2 years in preparing consolidated financial statements;
- University degree in business/accounting combined with CPA accounting designation is required;
- Strong technical skills including thorough knowledge of IFRS with specific knowledge of the Real Estate Industry and income tax reporting requirements;
- Proficient understanding of 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;
- Strong organizational and administrative skills;
- Detail oriented and focused on accuracy of IFRS reporting;
- Ability to proactively lead and manage a team by coaching and mentoring junior staff;
- Trustworthy and highly ethical; and
- Strong verbal and communication skills capable of proficient interactions with both internal and external stakeholders;
- Must be fluent in English (written and oral).

### **Your new role**

- Timely review of monthly financial statements prepared by the property accounting group, 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;
- Prepare quarter end consolidated REIT financial statements and MD&A that involves both segment and co-ownership disclosures;
- 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](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.