



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

Title: Bookkeeper - Property Accountant

Location: GTA, ON

Reports to: Manager of Accounting

Job Type: Permanent, full-time

Who we are

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 the areas of mortgage banking, real estate investments and special situation investments. Please visit our website at 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 **Bookkeeper – Property Accountant**. This position will provide accounting support for the commercial real estate portfolio.

What you need to succeed

- 1-2 years' experience with full cycle property accounting; with 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 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 required;
- Strong 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

- Maintain the general ledger and working paper files, preparing monthly financial statements, annual year-end audit working papers, and reconciling bank accounts.
- Actively prepare the operating budget for properties, including variance analysis and forecasting.
- Calculate quarter end CAM reconciliations and assemble the necessary detail and back-up for tenant's and senior management.
- Handling Investor/Borrower inquiries;
- Perform other responsibilities and duties as assigned.

What we offer you

- Competitive salary
- Access to Senior Management for mentorship and opportunity for a middle manager role as the company grows.
- 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 or 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.