

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

**Title:** Portfolio 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 *Portfolio 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 backup 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 <u>careers@firmcapital.com</u> or visit our website at <u>www.firmcapital.com</u> for further company details. We thank all candidates who apply for this opportunity but only those selected for an interview will be contacted.