



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

Title: Junior Loan Servicing and Portfolio Accountant

Location: GTA, ON

Reports to: VP Mortgage Operations and VP 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.firmcpital.com for further information.

Position

We are looking for a detail-oriented and motivated individual to join our team as a Junior Loan Servicing Accountant. In this role, you will process various mortgage transactions, prepare monthly interest billing, handle various interest calculations and mortgage statements, administer property tax accounts for various properties, manage condo fees where applicable, and correspond with borrowers, underwriters, and investors. Your responsibilities will also include preparing monthly and annual financial reporting packages, conducting bank and GL reconciliations, and identifying adjusting journal entries to ensure the accuracy of the general ledger. You will provide ad-hoc analysis and perform other duties to support senior management as assigned.

Your new role

- Process various mortgage transactions while utilizing designated loan servicing accounting software proficiently.
- Funding of new loans with multiple participants.
- Prepare and distribute interest billing, manage arrears accounts and conduct collections from borrowers, generate arrears reports to monitor and address outstanding payments.
- Administer property tax accounts across different municipalities and handle condo fees where applicable.

- Prepare discharge statements accurately and promptly.
- Interact with borrowers, Investors, and underwriters.
- Reconcile transactions and address discrepancies as needed.
- Generate and analyze financial reports related to loan servicing activities.
- Prepare monthly and annual financial reporting packages.
- Provide ad-hoc analysis and perform other responsibilities and duties to support senior management as assigned.

What you need to succeed

- Minimum 2 years' working 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
- 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: **Junior Loan Servicing and Portfolio Accountant** to careers@firmcapital.com. 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.