



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: Real Estate Bookkeeper

Location: GTA, ON

Reports to: Manager Real Estate
Accounting

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 for further information.

Position

Firm Capital is looking for a Real Estate Bookkeeper. This position will provide accounting support for the residential and commercial real estate portfolio.

Your new role

- Timely and accurate preparation of bank reconciliations, payroll, and HST;
- Timely and accurate preparation of year-end billings to tenants;
- Timely and accurate preparation of year end packages;
- Assist Property Managers with resolution of tenant's CAM and tax inquiries;
- Processing cheques;
- Bank deposits; and
- Perform other responsibilities and duties as assigned.

What you need to succeed

- University degree or college diploma in accounting, finance, or business;
- Enthusiastic learner with demonstrated ability to prioritize activities, develop plans and meet 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 an asset;
- 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);

What we offer you

- Competitive salary
- 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
- Free parking

How to apply

Please forward your resume and cover letter with the position to which you are applying in the subject line: Property 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.