



REGULAR FULL-TIME JUNIOR ACCOUNTANT
Monday-Friday 8:30 – 4:30

Position Overview:

Reporting to the Finance Manager, this position will contribute to the effective and efficient workings of the finance department by providing financial information and executing daily tasks with a strong attention to detail. The successful candidate for this position will have strong accounting knowledge and must be team orientated and have a positive and confident personality with a high degree of ethical soundness.

Responsibilities:

- Prepare journal entries as required, including accruals and entries provided by the accountant, monthly reconciliations
- Review and processing of visa reconciliations, security deposit refunds, manual cheques and variance of vendors on automatic withdrawal
- Preparation of adhoc reports and supporting schedules as required
- Maintains accounting controls by following policies and procedures
- Assisting with month end and year end duties as required
- Assist in the review and documentation of business processes and procedures
- Participate and assist in annual financial audit
- Review of payables from entry to approval
- Replace/assist other Accounting staff as required
- Provide coverage for Accounting Clerk(s) for any time off to ensure daily/monthly deadline are met.
- Oversight and support for Tenant Accounts Receivable, processing receipts, charge batches etc.
- Analysis of Tenant Receivables and reporting monthly to provide information to the Manager of Finance and property management team with the objective of minimizing tenant arrears. Preparation of information when required to be sent to collection as per corporate policy
- Respond to inquiries from customers and property management team; maintain good relations with each group, problem solving. Work together with property management team to ensure accuracy and efficiency in processes and ensure timely information flow
- Responsible for checking, balancing and reconciling Tenant Accounts Receivable, Tenant Security Deposits and prepaid rent monthly
- Plan, organize and manage own workload to ensure contribution to the company's monthly financial reporting process is achieved in a timely and accurate manner
- Organize and maintain appropriate files and customer information
- Filing and records retention, as required
- Other related duties and special projects as required

Qualifications/Experience:

1. Education and Experience
 - Post-Secondary Education, Accounting or Finance
 - 3-4 years accounting experience, preferably in Property Management
 - Combination of education and experience suitable to the employer may be accepted
 - Experience with Yardi software preferred

2. Skills
 - Detail oriented with effective problem-solving skills, ability to show initiative, accountability and respond effectively to changing priorities and demands
 - Good level of competence in Excel, Word and Outlook
 - Demonstrated skills in organization, communication, interpersonal, analytical and team membership with the ability to prioritize conflicting demands in a deadline orientated environment requiring persistence and a high degree of personal judgment and accountability

We appreciate the interest of all applicants; however, only those selected for an interview will be contacted.