



# Position Description

## Property Accountant

### Position Summary and Objectives

The Property Accountant reports to the Property Accounting Manager to provide reliable and timely financial reports for properties managed by CPMI on an efficient basis and provide efficient support to property managers and administrators.

### Responsibilities

#### Provide Superior Returns to our Investors through Accurate and Reliable Financial Information

- Maintain the property accounting records for the assigned Commercial portfolio
- Generate monthly financial statements and supporting schedules
- Assist in reconciliation of capital projects costs
- Complete the analysis of all capital costs incurred
- Enter journal entries, A/R adjustments
- Prepare annual Common Area Maintenance (CAM) and Tax final billing adjustments
- Prepare year-end audit working paper files and maintain amortization schedules
- Perform month-end activities, from balance sheet and account reconciliations to financial statement preparation
- Assist with the preparation of budgets
- Assist with various functions within the finance department as assigned
- Support the property administration staff in the financial management of their properties
- Respond to various inquiries of Owner's and property management team
- Analysis of property records and address outstanding issues
- Attend monthly financial review meetings
- Monitor cash flow for assigned properties
- Prepare monthly HST reconciliation

#### Deliver Excellent Service to Tenants and Vendors

- Efficient and effective communication, in a professional manner, with all employees and clients
- Support property management administration staff in responding to financial inquiries from tenants and vendors (receivables, CAM and Tax recoveries)

#### Perform other related responsibilities as requested from time to time



## Qualifications

### Education

- Bachelors in Accounting or Finance desirable
- Completion of the 3rd level of the CPA program desirable

### Professional Experience

- Three years of accounting experience within the commercial property management industry
- Advanced MS Office skills, specifically in Excel and Word
- Experience working with Yardi
- Understanding of Real Estate terminology
- Strong analytical, organizational and time management skills
- Intermediate to advance Excel skills and working knowledge of real estate and property management financial accounting systems and software

### Personal Competencies

- Supports teamwork environment with positive and professional attitude
- Open to learning, developing new skills/knowledge
- Focuses on results: anticipates problems, identifies solutions, takes action
- Understands all aspects of job - impact on business goals
- Proactively assesses, responds to workflow deficiency, adheres to CPMI policy
- Goes the "extra mile" to understand and respond to tenant/customer needs
- Flexibility to changing work conditions including interruptions and multi-tasking ability
- Behaves and makes decisions that support CPMI goals/objectives
- Conducts business consistent with sustainability
- Strong written and verbal communication skills
- Understand basic financial management; specifically procedures for expenses/revenues
- Ability to work independently and under pressure, deal with deadlines
- Demonstrates integrity in decision making, listening, treatment of others

CPMI is committed to accommodating employees with disabilities throughout their employment with Crown in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require accommodation, please let us know.

**To apply** for this position, please email your cover letter along with your resume to [careers@crp-cpmi.com](mailto:careers@crp-cpmi.com) with Property Accountant Position in the subject line. Only applicants that are being considered for this position will be contacted.