

Property accountant

Location: Laval QC

Reporting to the Director-Property Accounting, the ideal candidate must demonstrate a good level of professional autonomy. The person will be rigorous, organized and will have good interpersonal skills. In addition, knowledge of the Yardi software is a valuable asset.

RESPONSIBILITIES

Daily and weekly tasks:

- Add new leases, renewals, amendments as well as all relevant information including recoveries in Yardi;
- Prepare rent schedules for new leases;
- Do occasional invoicing of extra work carried out for tenants;
- Assist the property administrator in the preparation of statements of account for the tenants;

Monthly tasks:

- Monthly journal entries;
- Calculate and accrue recoverable costs adjustments;
- Reconcile balance sheet items for the different properties;
- Produce financial statements by property;
- Analyze the actual to budget variances;
- Verify and analyze recovery ratios by property;

Annual tasks:

- Collaborate to the production of annual operating budgets and the final the review;
- Prepare annual rent schedules for tenants based on established budgets;
- Prepare year-end adjustments billings for tenants

QUALIFICATIONS

- Bachelor's degree in accounting / finance or equivalent experience in the sector;
- Minimum of 5 years in a similar position;
- Have completed the full accounting cycle;
- Master the software of the Office Suite (advanced Excel, Outlook, Word);
- Knowledge of the Yardi software, a considerable asset;
- Be able to handle several files at the same time and meet deadlines;
- Possess a good sense of responsibility and initiative;
- Bilingualism (French and English) both oral and written;
- Ability to work effectively in a team;
- Experience in real estate accounting, industrial and administrative sector is essential;
- Interpersonal skills focused on customer service, professionalism, flexibility and good organizational and planning skills.