

ProCura Position Description

Job Title:	Property Accountant
Location:	Calgary
Reporting to:	Controller - Calgary
Direct Reports:	None
Date:	April 2017

Position Summary:

The Property Accountant is responsible for the property accounting for select properties for Calgary and Edmonton commercial and residential properties. The role works closely with the Calgary based accounting team and Edmonton based Property Management.

Critical Aspects:

Accurate and timely preparation of NOI reports to the Controller and Property Management Team with variance analysis
Accounting policy and procedures in accordance with GAAP and CIPREC
Accurate and timely financial reporting
Profitability Analyses

Responsibilities:

- Complete monthly accruals and cut-off procedures
- Prepare management fee report to corporate team to true up fees
- Prepare project fee report to corporate team to true up fees
- Complete GST analytic for review by corporate team
- Prepare Balance Sheet Analysis for applicable entities
- Assist in yearly forecasts from operation assumptions for applicable entities
- Assist in yearly budgets from operation assumptions for applicable entities
- Complete year-end review work for applicable entities
- Accurate CAM chargeback calculations for monthly reporting
- Complete recurring JE for applicable entities
- Review and ensure accuracy of lease agreement setups in Yardi Voyager
- Post year end KPMG adjustments
- Post accruals based on accrual report from operations
- Utility chargeback invoicing to tenants based on utility consumptions
- Maintain Partner's Equity report
- Maintain Capital Asset schedule

- Monthly Reconciliations of all accounts related to properties
- Provides cash forecasting
- Provides full accounting, forecasting, and budgeting for assigned entities
- Produces monthly, quarterly, and yearly financial statements
- Handles property mortgage tracking and payments
- Provides property consolidation
- Manages intercompany related transactions
- Provides assistance to internal parties for analysis and ad hoc reporting as required
- Participate in construction cost draws and QS reporting
- Assists Controller in coaching Accountants
- Assisting Controller to streamline Accounting processes and implementing new Yardi Voyageur procedures

Measurements:

- Timely reporting and ability to identify abnormal activities and variances to Property Management and/or Direct Supervisor

Working Relationships:

Internal:

- Property Management Team, Calgary Accounting Team, Management

External:

- Public Accountants

Qualifications:

Accounting Designation in good standing or working towards Designation

- Minimum 3+ years in the property management accounting
- Strong experience with property management and full cycle accounting
- Extensive understanding of CAM reconciliation
- Proficient computer skills and knowledge of Microsoft Office
- Ability to analyze data and make recommendations
- Strong knowledge of A/P, A/R and budgets
- Expert in financial accounting operating systems – preferably Yardi Voyageur

Capabilities:

- Ability to multi-task and provide support to various departments
- Professional manager with strong inter-personal skills
- Flexible to organizational needs and change in direction
- Strong leadership, motivational and communication skills
- Able to accommodate a flexible schedule including some evenings and weekends