

ProCura Position Description

Job Title:	Property Accountant
Location:	Calgary
Reporting to:	Accounting Manager - Calgary
Direct Reports:	None
Date:	August 2017

Position Summary:

The Property Accountant is responsible for the accounting of select commercial properties in the Procura portfolio location in Edmonton. The role works within the Calgary based accounting team and closely with the Edmonton based Property Management team.

Critical Aspects:

Accounting policy and procedures in accordance with GAAP and ASPE
Accurate and timely preparation of NOI reports to the finance management team with variance analysis
Accurate and timely financial reporting
Financial & profitability Analyses

Responsibilities, based on Property Accountant portfolio:

- Daily bank account update & monthly bank reconciliations
- Record bank deposits, transfers and non-cash intercompany entries
- Monthly expense accruals including CAM & Tax recovery accruals
- Review & post recurring journal entries
- Calculate management fees monthly
- Calculate & prepare GST filings for each entity as required
- Prepare Balance Sheet Analysis on continuity basis
- Assist in yearly budgets including recoveries & depreciation & amortization
- Complete year-end review work & audit binders
- Answer audit queries and post year end adjustment journal entries
- Maintain Partner's Equity report
- Maintain Capital Asset schedule
- Monthly review of all GL accounts to determine correct coding of expenses (recoverable vs non-recoverable)
- Produces monthly, quarterly, and yearly financial statements
- Handles property mortgage tracking and payments
- Provides assistance to internal parties for analysis and ad hoc reporting as required

Qualifications:

- Minimum 3+ years commercial 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
- Proficient in financial accounting operating systems – preferably Yardi Voyager

Capabilities:

- Ability to multi-task and provide support to various departments
- Strong inter-personal & communication skills
- Flexible to organizational needs and change in direction