

PROPERTY ACCOUNTANT JOB DESCRIPTION

(VANCOUVER)

COMPENSATION BASED ON EXPERIENCE

The Company

Hungerford Properties is a fast growing real estate investment company with in-house acquisitions, development, management and repositioning capabilities. With a proven track record of over 35 years in Western Canada, Hungerford Properties currently manages over two million square feet of residential, office, retail and industrial properties. Hungerford Properties values the communities we work in and applies best practices throughout our entrepreneurial organization. This is an opportunity to become part of a firm dedicated to the highest standards of excellence.

The Candidate and Expectations

Hungerford Properties is seeking to hire a full-time Property Accountant to join their Vancouver team and focus on property accounting & finance responsibilities for a real estate private equity fund and various other investment vehicles. The opportunity exists for this individual to get great exposure into the real estate industry and build a long term career with a dynamic, growing, reputable real estate group. Applicants for this position will be self-motivated individuals with a high degree of initiative and professionalism.

The Property Accountant is expected to:

- Handle full-cycle accounting for a real estate portfolio including income producing and development properties with limited supervision
- To provide accurate and timely financial information as required internally by management and externally by investors and other parties
- Have full involvement, responsibility, and accountability for their portfolio, which includes all monthly, quarterly, annual, and other duties as detailed in the job responsibilities
- Complete all job functions relating to assigned properties accurately, efficiently, and by the assigned deadlines
- Utilize and develop skills such as problem solving, decision-making, time management and effective communication to achieve the desired results

Job Responsibilities

The Property Accountant will report directly to the Director of Finance and Accounting and be responsible for the following:

Monthly

- Reconciliation and understanding of all balance sheet accounts and produce monthly financial statements and supplementary reporting as required
- Utilize budgets and other tools to analyze variances and reconcile payments applied against major contract values
- Ensure all GST and other legislated taxes and assessments are reconciled and remitted
- Monitor cash positions and anticipate future cash deficiencies
- Oversee and review monthly construction progress claim and development draw requests
- Monthly bank reconciliations including follow up and correction of outstanding items
- Monitor and review monthly receivables for accuracy, adjustments, and/or corrections
- Ensure all tenant administration duties are processed per documentation as required
- Supply tenant analysis and statements of account as required
- Monitor and review accounts payable coding for accuracy

Annually

- Complete year end operating cost adjustments and tenant billings for assigned properties
- Responsible for completing accounting portion of assigned property budgets, annual business plan within assigned deadlines
- Follow up on status of budgets throughout the draft, revised, and final stages to ensure completion within the assigned deadlines
- Ensure new rental notices are sent to tenant for coming years operating budget prior to commencement of the operating year
- Assist in the preparation of supporting working papers and documentations for year-end audit process and tax filing process

Other Duties

- Annual property tax invoicing for tenants that do not pay monthly
- New property set up, analysis, and follow up of outstanding issues as required
- Property sales– final operating statements, funds distribution, GST reconciliation, closing of bank accounts, and any other relevant closing duties
- Full understanding of all property specific processes and upkeep of pertinent information relating to specific properties
- Input / feedback for improving procedures and initiating quality and efficiency enhancements
- Efficient and effective communication, in a professional manner, with all HP employees

Qualifications\Requirements

- Enrolled in a Professional Accounting designation program (CA, CGA, CMA, CPA) or equivalent post-secondary program
- Minimum 4-5 years accounting experience; minimum 2-3 years commercial/retail property accounting experience required
- Relationship Skills: ability to communicate effectively, both oral and written; ability to develop and sustain cooperative working relationships; team player
- Organizational/Multi-Tasking: ability to allocate one's time effectively, work under pressure, and meet tight deadlines; ability to handle multiple demands and competing priorities; ability to prioritize workload; ability to work at a detailed level; willingness to learn in a dynamic environment that includes new ideas and change
- Computer Skills: intermediate to advanced skills in MS Office Suite; advanced Yardi Voyager
- Able to interact confidently
- Ambitious, self-motivated and thrive in a highly professional environment with strong process and internal control

To Apply

Individuals meeting the criteria above are encouraged to submit their resume with a formal cover letter and compensation expectations to info@hungerfordproperties.com. While we thank all candidates for their interest, only select individuals will be contacted for follow-up.