



Intermediate Property Accounting – Downtown Toronto Epic Investment Services

Epic Investment Services (Epic), which includes its wholly owned subsidiary MDC Realty Advisors in the United States, is a fully integrated North American real estate platform. Headquartered in Toronto, Canada and operating from offices in Canada and the United States, Epic has over \$17.5 billion in assets under management. Epic's portfolio comprises over 30 million square feet of office, retail, industrial and multi-family residential properties. Epic's integrated team is made up of over 150 real estate professionals in real estate management, asset management and investment management.

Position:

We are seeking two Intermediate Property Accountants to join our dynamic Property Accounting team located in Downtown Toronto.

Responsibilities:

- Work with the full accounting cycle, including daily bank reconciliation, journal entries, general ledger, recovery, accounts payable, accounts receivable, year-end billing process
- Prepare detailed monthly variance analysis, account reconciliations, and CAM and tax recovery shortfall and ratio analysis while investigating the cause of variances and propose trouble-shooting solutions
- Monitor and reconcile capital projects and leasing costs and prepare cash distribution on a monthly/quarterly basis
- Prepare year-end audit package and entity financial statements and liaise with external auditors
- Review and analyze financial information and process the information efficiently and take appropriate actions with minimal supervision to address and resolve the matters
- Work with property management and leasing team to prepare annual budgets and quarterly forecasts based on leasing assumptions, capital, and operating expenditures projections
- Assist in preparation of monthly, quarterly, and annual reporting, and other financial information as required to Senior Management, Property Managers and Owners, as needed
- Ensure all financial reporting procedures and processes are in accordance with agreed-upon or mandated schedules, owner requirements and some customized approaches as mandated by specific owners
- Coordinate with property management to ensure that Owner reports are produced accurately and on-time, with correct commentary; review the financial component of the executive summary and variance comments on the reports and assist as necessary in the drafting of the report
- Ensure that all regulatory and government returns and reporting (monthly/quarterly GST/HST, annual returns) are filed on time

- Work effectively and collaboratively with property management and other staff to provide value-add customer service to internal and external clients

QUALIFICATIONS:

- Minimum 3 years of property accounting experience within the commercial real estate industry, ideally experience working on behalf of a 3rd party manager with a variety of owners and/or joint ventures
- Accounting designation (CPA) and/or bachelor's degree in Accounting/Mathematics is preferred
- Strong understanding of accounting standards (ASPE / IFRS) and internal controls
- Must have a positive "can do" attitude with a proven track record for meeting/exceeding deadlines and producing accurate work
- Well-developed ability to build solid, respectful, and collaborative relationships and establish rapport and credibility within the organization as well as with external partners and service-providers
- Ability to work independently but also as part of a team
- Ability to manage multiple priorities in a fast-paced environment, and meet deadlines under pressure
- Strong organizational and planning skills, ability to prioritize work and concurrently manage multiple tasks, projects, and deadlines with attention to detail, timelines and budgets
- Excellent working knowledge of Excel and computerized accounting systems
- Experience in and knowledge of Yardi an asset
- Must be able to communicate effectively, both written and orally, in the English language and work well with property management/site staff
- Must be willing to learn new concepts in the monthly accounting cycle
- Must be self motivated, possess strong organizational and analytical skills and have the desire to learn

HOW TO APPLY:

Qualified applicants may e-mail their cover letter and current resume to careers@epicinvestmentservices.com indicating “**Intermediate Property Accounting-Downtown Toronto**” in the subject line.

Epic Investment Services is committed to an inclusive and accessible recruitment and selection process. If you are invited to attend an interview and require an accommodation, please let us know in advance.

We sincerely appreciate the interest of all applicants, however only those selected for an interview will be contacted. ***No telephone calls or Agencies please.***

Visit our website at www.epicinvestmentservices.com for further company details.

