



Senior Financial Analyst– 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 a Senior Financial Analyst to join our dynamic Reporting & Analysis team located in Downtown Toronto. The Senior Financial Analyst will be responsible for supporting the overall process and delivery of the annual budget and quarterly reforecasts for all properties. This role will also be coordinating and supporting the annual corporate budget, corporate recovery process, assist with ad hoc financial analysis and work collaboratively with all disciplines within the organization.

Responsibilities:

- Support management for leading the annual budget and quarterly forecasting processes, developing analysis to support senior management decision making processes
- Support the planning and communicating the budget and reforecast calendar. Ensure all stakeholders are aware and tracking to the specified timeline
- Develop tracking schedule, provide status reports, flag delays, impact of delays on business and recommend corrective actions
- Provide training and support to the leasing and property management team for the budget and reforecast templates. Develop and update the process documentation including training where lacking
- Maintain and troubleshoot leasing and capital templates in Excel which include importing data from actual lease deals and pre-populate leasing templates, split or combine units in Excel to accommodate leasing assumptions, etc.
- Create budget models in Yardi Voyager for both forecasts and property budgets which include bringing on actual and original budget data
- Lead and coordinate review meetings for budget assumptions with leasing, property management and executive teams
- Support and deliver presentation materials on budgets and forecasts for senior management and reviews
- Review budget and forecast submissions for reasonability

- Identify opportunities to automate and/or enhance existing processes through improvements to existing process, new technology or streamlined data management, etc.
- Answer and coordinate questions from Property Management, Leasing, Property Accounting, Asset Management on what needs to be done and advise on next step
- Support all training initiatives to the Property Management, Leasing, Property Accounting, Asset Management teams on budget tools and templates
- Support the process and system improvements to streamline the financial budgeting and forecasting process creating efficiencies and scalability

QUALIFICATIONS:

- Minimum 2-5 years of experience financial planning & analysis; Experience in supporting budgeting and forecasting process is an asset, with preference given to experience in the commercial real estate industry
- Expert in Excel macro/formulas to design/develop Excel templates
- University degree in Accounting/Finance with a professional accounting designation (CPA) an asset or working towards a designation
- Strong understanding of accounting standards (ASPE / IFRS) and internal controls
- Experience with Yardi Voyager is an asset
- Demonstrated ability to explore and implement progressive technological efficiencies
- Ability to analyze, problem-solve and make sound decisions based on knowledge and skills, and the ability to think big picture/high level impact as well as drill down to the detail for accuracy
- Well-developed ability to build solid, respectful and collaborative relationships and establish rapport and credibility within the organization
- 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
- Strategic and insightful thinker with superior attention to detail and consistent high level of accuracy
- Strong work ethic and solid ability to convince, influence and negotiate
- Flexible and adaptable to changing business needs and priorities
- Strong written and verbal communication skills, with ability to create and deliver clear, concise reports

HOW TO APPLY:

Qualified applicants may e-mail their cover letter and current resume to careers@epicinvestmentservices.com indicating “ **Financial Analyst- 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.

