



## **Manager, Corporate Accounting 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 Manager, Corporate Accounting to join our dynamic Accounting team.

### **RESPONSIBILITIES:**

- Preparation of annual consolidated financial statements as well as monthly internal reporting packages inclusive of subsidiary reporting oversight
- Prepare consolidation procedures including intercompany eliminations, consolidation and foreign currency translation of subsidiaries
- Review of month end close activities including journal entry preparation, account reconciliations, intercompany reconciliations, financial result analysis and variance explanations
- Manage monthly and quarterly sales tax compliance (GST/HST and QST returns) and annual preparation of legal entity financial statements
- Oversee and manage corporate accounts receivables and billings
- Manage and coach a team of accountants
- Liaise with external auditors for annual audits, SOC compliance testing and tax return filings
- Review and manage annual budget and quarterly reforecasts process
- Prepare weekly and quarterly cash forecasts
- Respond to internal and external client requests and queries
- Proactively improve the accounting process with automation and actively identify areas for improvement
- Cultivate a deep business partner relationship across the organization, including but not limited to property accounting, fund accounting, real estate management and operations, and all relevant stakeholder of the company
- Perform any other special duties, ad-hoc projects or analyses as directed by the company

### **QUALIFICATIONS/COMPETENCIES:**

- Professional accounting designation (CPA – CA, CMA, CGA)
- 5+ years of analytical corporate finance roles, including multiple legal entities and/or public accounting firm experience

- Understanding of accounting standards (ASPE, US GAAP) and corporate finance concepts and internal controls
- MS Office Suite skills an advanced Excel skills
- Experience with Yardi software is preferred
- Audit experience in the real estate industry is an asset
- Demonstrated ability to roll-up sleeves and work with team members in a hands-on management capacity
- Must be self-motivated, possess strong organizational and analytical skills and have the desire to learn
- Detail and deadline oriented, and a team player is a requirement
- Must have a positive “can do” attitude with a proven track record for meeting/exceeding deadlines and producing accurate work
- Must be able to communicate effectively with all teams across the company and possess the ability to relate to non-financial colleagues

#### **HOW TO APPLY:**

Qualified applicants may e-mail their cover letter and current resume to [careers@epicinvestmentservices.com](mailto:careers@epicinvestmentservices.com) indicating “**Manager, Corporate Accounting**” in the subject line.

Epic Investment Services is committed to diversity, equity, inclusion, and is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to ethnicity, age, religion, race, gender identity, physical ability, or sexual orientation, or any other elements protected by law. Epic Investment Services is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment. For all internal and external applicants who require accommodation in the recruitment and selection process, please contact [akumbaro@epicinvestmentservices.com](mailto:akumbaro@epicinvestmentservices.com) for assistance/support.

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](http://www.epicinvestmentservices.com) for further company details.**

