



Manager, 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.

ABOUT THE ROLE:

The Manager, Property Accounting is responsible for leading a team of three (3) Senior Property Accountants and one (1) Property Accountant to deliver high quality client service for financial reporting, budgeting, forecasting, variance analysis, and property acquisition/divestiture support for a specific portfolio of predominately office properties but also some industrial and retail properties.

RESPONSIBILITIES:

- Manage and develop direct reports, providing technical advice as well as coaching and performance management to develop a successful team; and empower individuals to make decisions and be accountable for their actions
- Support positive team dynamics and culture including a positive, open, team focused work atmosphere
- Proactively identify and analyze opportunities for improving quality, effectiveness, and efficiency of internal processes and recommend solutions to achieve optimal results
- 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
- Partner with internal teams including property management, asset management, and leasing to deliver a high level of client service and ensure accurate financial analysis and reporting internally and externally to 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.
- Assist in preparation of monthly, quarterly and annual reporting, IPD Reporting, and other financial information as required to Senior Management, Property Managers and Owners, as needed
- Prepare budgets accurately and on time, provide analysis on monthly/quarterly basis
- Ensure accurate and timely monthly general ledger close
- Review income statement, balance sheet, cash flow analysis, detailed variance analysis, and other financial reports
- 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.
- Ensure timely Government reporting and remittances, and distributions in accordance with agreed-upon schedules

- Coordinate the preparation of year end working papers and financial statement to auditors and audit queries
- Review draft financial statements including note disclosures and operating cost statements
- Review tenant recoveries, shortfalls and recovery rates for actual and budget estimates
- Coordinate completion of final cost recovery billings and instalment billings to tenants
- Review percentage rent accruals and straight-line rent calculations
- Review/approve bank reconciliations
- Assist with the acquisition and disposition of properties as required
- Provide support to property/leasing management and senior management as required

QUALIFICATIONS:

- University degree in Accounting/Business with a professional accounting designation (CPA)
- Minimum 5 years of progressive accounting experience within the commercial real estate industry, ideally managing and/or supervising commercial real estate Property Accountants
- Experience in successfully managing direct reports and developing high-performing teams
- Strong understanding of accounting standards (ASPE / IFRS) and internal controls
- Experience with financial statement audits
- Reporting at a portfolio level, including lease and operations reporting
- Demonstrated strong technical competence in Microsoft Office applications including Word, PowerPoint and Excel
- Experience with Yardi is required

HOW TO APPLY:

Qualified applicants may e-mail their cover letter and current resume to careers@epicinvestmentservices.com indicating “**Manager, Property 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 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 for further company details.