



Senior Financial Systems Analyst –Toronto

We are seeking a Senior Financial Systems Analyst to join our dynamic Business Innovation Team located in Downtown Toronto. The Senior Financial Systems Analyst will report to the Senior Manager, Financial Systems & Processes and will be responsible for supporting the overall process and delivery of the annual budget and quarterly reforecasts for all properties and corporate entities. This role will also assist with identifying opportunities to automate, enhance and/or improve existing processes through the implementation of new technology or streamlined data management. The role will assist with analyzing and understanding current business needs and processes, designing and/or enhancing the business process for new requirements and solutions, making recommendations, testing, and preparing the migration of the solutions. This role is required to work collaboratively with all disciplines within the organization as well as Epic's solutions partners.

Your Responsibilities:

- Develop project tracking schedules, schedule and attend project meetings, manage project agendas, provide status reports, flag delays, impact of delays on the business and recommend corrective actions
- Support overall process of the annual budget and quarterly reforecasts for all properties and corporate entities including creating budget models in Yardi, bringing in actual data, rolling forward budgets and sending out global communications.
- Assist with providing, updating, improving and/or troubleshooting tools and templates for the Property Management and Accounting Teams to use in the forecasting and budgeting processes
- Assist Property Accounting with exporting final approved Property Budgets from Yardi
- Collaborate in the planning, design, development, deployment and testing of new Yardi modules and Yardi enhancements
- Contact and communicate with Yardi team members for support, troubleshooting and improvements, act as power users for select Yardi modules, and assist with system upgrades, implementations, integrations and maintenance through validation and testing of proposed resolutions and releases
- Develop report specs for custom Yardi reports and testing reports before they are rolled out to Production
- Assist with specific property onboarding and offboarding tasks including coordination with Yardi Team, attending onboarding meetings and transitioning to/from Property Accounting
- Assist with adhoc projects, overall process improvement initiatives, and work collaboratively with all disciplines within the organization, as required

Qualifications:

- Minimum 2-5 years of experience in supporting budgeting and forecasting process is an asset, with preference given to experience in the commercial real estate industry
- 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
- Advanced knowledge in Excel macro/formulas to design/develop/troubleshoot Excel templates
- Experience with Yardi Voyager is an asset
- Strong understanding of accounting standards (ASPE / IFRS) and internal controls is an asset
- University degree in Accounting/Finance with a professional accounting designation (CPA) an asset or working towards a designation

About 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.

How to Apply:

Qualified applicants may e-mail their cover letter and current resume to careers@epicinvestmentservices.com indicating "**Senior Financial Systems Analyst – Toronto**" 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.