



Accountant, Asset Management Finance

Epic is seeking an Accountant / Analyst to join the real estate team in Edmonton, AB, who will bring a high level of proficiency across various fields of finance. This individual will report to the Senior Director, Finance, and will be part of a driven and collaborative team while receiving the mentorship, knowledge, and experience to develop the skills that will build an exciting career in Real Estate.

Your Responsibilities:

Asset Management Finance

- Support Asset Management objectives and initiatives from a financial perspective
- Liaise effectively with Partners/Owners, property management and accounting teams
- Cash management including cash flow projection and analysis for Owners
- Owner reporting including quarterly IPD, asset management plans, rent rolls
- Financial reporting and administration
 - Provide financial support on acquisition & disposition
 - Review and approve property annual audited financial statements
 - Annual budget packages
 - Owner budget presentations
 - Preparation of cash projection and management billings budgets for Owners
 - GST/HST/QST coordination with stakeholders
 - Management fee billings
- Preparation of ad-hoc reporting and analysis
- Actively participate in identification of efficiencies and improvements
- Assist with team and technology enhancement projects
- Provide support to other accounting positions as needed
- Work closely with Property Accounting team with introduction to full cycle accounting (bank reconciliations, journal entries, recovery, accounts payable, accounts receivable, year end billings, variance analysis, budget and year end reporting)

Development Finance

- Liaise effectively with Development manager finance / accounting groups
- Review, administer and coordinate financial and reporting aspects of development projects, including monthly draw packages
- Contract and change order administration
- Provide value add suggestions on draw process, banking, GST/HST management
- Participate in development project meetings



Requirements:

- CPA preferred [or equivalent], AND/OR university degree or college diploma in Accounting/Mathematics, Finance/Business
- Preferred experience in real estate AND/OR financial service or audit environments, minimum of one (1) to five (5) years working experience
- Ability to work independently but also as part of a team
- Must be self motivated, possess strong organizational and analytical skills and have the desire to learn
- Must have a positive “can do” attitude with a proven track record for meeting/exceeding deadlines and producing accurate work. Strong attention to detail, prioritization
- Committed professional with analytical and problem-solving skills
- Strong verbal and communication skills; must be fluent in English (written and oral)
- Proficient in Windows and MS Office (Excel)
- Experience with Yardi Voyager and/or computerized accounting systems is an asset
- Willing to learn new skills and concepts

About Epic Investment Services

Epic is a fully integrated real estate management platform providing asset, investment, and property management services to institutional, wealth managers and high-net worth investors. Headquartered in Toronto, Canada, Epic has over \$13 billion in assets under management across Canada and the U.S. comprised of 22 million square feet of office, retail, industrial and multi-family residential properties.

How to Apply:

Qualified applicants may e-mail their cover letter and current resume to careers@epicis.com indicating “**Accountant, Asset Management**” 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@epicis.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.