

## SENIOR PROPERTY ACCOUNTANT

We are looking for a Senior Property Accountant working with our Commercial team at our Head Office located in downtown Vancouver. Reporting directly to the Controller, the Senior Property Accountant position is responsible for providing superior quality service to clients consistent with the Peterson standard of service. If you are positive, driven, and hardworking, we want to hear from you!

### Responsibilities

- Preparing monthly and annual financial statements and working papers in accordance with client requirements and needs, and delivery to the client before the deadline;
- Regularly communicating with the General Manager and Property Manager to ensure complete understanding of the financial reporting needs of the client in assigned portfolio;
- Assisting with preparing the annual budget and monitoring it for monthly variances;
- Identifying problems and discussing solutions;
- Preparing year-end audits to ensure operational costs and year-end statements completed in timely manner;
- Demonstrating strong working knowledge of retail accounting processes and transactions to communicate information and solve problems with the General Manager, Property Manager, or Controller
- Providing quality control on Accounts Payable and Accounts Receivable, reconciling, and adjusting journal entries for accuracy;
- Demonstrating reliable cash management skills including: monitoring capital, leasing and commission cashflow, and identifying foreseeable issues or concerns;
- Using sales reports and records to report on retail associated revenues;
- Preparing year end recoveries by comparing actuals to budgeted amounts and settling differences;
- Assigning, checking, and maintaining the flow of work within the team;

### Qualifications

- Completion of Bachelor's degree (Business – Accounting);
- Advanced proficiency with Microsoft Office particularly with Excel; and
- Understanding and experience with Yardi
- Preparing and justifying accurate, organized and logical financial statements in a commercial accounting environment; preferably with enclosed shopping mall experience.
- Demonstrating an analytical and investigative mindset by proactively identifying issues and suggesting solutions or alternatives;
- Diligently dealing with methods of organization and detail in performing his/her duties;
- Practicing innovative problem solving to resolve inefficiencies and improve ways of working;
- Efficient and effective time management, demonstrating ability to meet deadlines while producing quality and accurate work;
- Developing positive and professional relationships with a variety of people while practicing excellent verbal and written communication skills; and
- Supervising and mentoring junior staff members on the preferred methods and processes.

Start challenging yourself today in an environment that embraces diversity and rewards innovation with competitive pay and great benefits.

To apply for this opportunity, send your resume and cover letter to [hr@petersonbc.com](mailto:hr@petersonbc.com). Please note only Microsoft Word documents or PDF's will be accepted.

While we thank all candidates for their interest in joining our team, we will contact only those short-listed for an interview.