

**Position:** Property Accountant

**Location:** Downtown Vancouver

**About BOSA:**

The story of Bosa Properties is one of entrepreneurship, commitment and a passion for real estate and construction that began over 50 years ago. Decades in the business have taught us how to create homes that are timeless in design, universal in their appeal, and comfortable for homeowners at every stage of life. Being a forward-thinking company matters to us and influences everything from where we build our projects to the amenities and technologies we build into them.

*Bosa is proud to have been named an Aon Best Employer for 2017 and 2018, ranking among the top 1/4 of all Canadian employers based on engagement, leadership, performance culture and employment brand.*

**About the Role:**

Reporting to the Assistant Controller, IPP, we have a fantastic opportunity for a collaborative and results-focused Property Accountant to join our team.

Working alongside a group of highly skilled Property Accountants, you will take care of a mixed portfolio of Residential Rental, Commercial and Industrial properties. Your key responsibilities include:

**Monthly**

- Preparing monthly standard financial statements for each property according to GAAP:
- Amortization/Depreciation entries,
- Accruals,
- Ensure sub-ledgers are in balance,
- Calculate vacancy shortfalls;
- Managing the Rent Roll billings;
- Reviewing and entering new leases or amendments-- interpreting and deriving abstracts from comprehensive (residential, commercial [majority retail], and light industrial) leases;
- Creating invoices for tenant chargebacks;
- Following up on monthly variances with property management or other departments;
- Tracking capital expenditures;
- Forecasting changes based on changes in projected leases, vacancies and expenditures;
- Reviewing accounts receivable;
- Reviewing and reconciling intercompany accounts;
- Assisting in preparation of financial reporting packages for management;
- Assisting with intercompany reconciliation;
- Completing GST/PST Remittance.

**Quarterly**

- Preparing cash-flow analysis including target vs actuals in relation to forecasts;
- Consolidating multi-year cash flow forecasting for own portfolio;
- Liaising with property managers and other parties to gather timely, relevant information used in forecasting and quarterly recoveries.

- Annually
- Creating multi-year budgeting/forecasting and budget/forecast analysis for revenue properties;
- Preparing year-end closing entries for own portfolio;
- Completing annual CAM and Tax recovery reconciliation and billing to tenants;
- Preparing budgets from the ground up to billing of annual rates to tenants.

### What you Bring:

Your friendly, approachable nature and positive can-do attitude make you a pleasure to work with. You are used to managing a portfolio of properties and maneuvering around complicated excel formulas and worksheets with ease. You are proud of your depth of knowledge in property accounting, and you find communicating with people effectively to be one of your greatest strengths.

### Our Must Haves:

Alongside your great attitude, you bring:

- A minimum of 2 years of experience in property accounting;
- A CPA designation, or actively pursuing;
- High level of proficiency in Excel;
- Strong analytical skills and experience working with complex transactions;
- Ability to work under pressure in a fast-paced environment;
- Strong communication skills (written and oral);
- Knowledge of Yardi Voyager a strong asset.

### Your Rewards:

Our most important offering to anyone that joins the Bosa Properties team is our culture of innovation, achievement, and ownership. We bring out the best in each other by constantly striving to be world class in all we do. These values are reflected in our Real Estate Projects, our Company, and our People.

At Bosa, we also offer a very competitive compensation structure that supplements your regular income with a robust benefits package:

- **MSP, Medical and Dental Coverage:** Our industry leading benefits package covers you and your dependents at no cost
- **Friends and Family Program:** Early and exclusive access to our newly released projects
- **BOSAconnect™:** Our annual development conference that is designed and hosted by our leadership and complemented by a range of world-class speakers and workshop experts.
- **RRSP Matching Program**
- **Professional Development and Education Support**

### How to Apply:

Please submit an application using the links provided, or by sending an email to [people@bosaproperties.com](mailto:people@bosaproperties.com). We value your interest in the Bosa Family of Companies. While we can only respond to shortlisted applicants, we will keep your information on file and consider you for future opportunities as they come available.