

Key Property Management is an established residential property management company. It has been in business for more than 5 years. It manages hundreds property across lower main land and Sunshine Coast.

We are currently hiring a Part Time experienced Property Management Accountant, who will work closely with the property managers and reports to the Controller, the Intermediate Accountant will be responsible for the accurate and timely reporting of property management accounting.

Primary responsibilities include:

- Setting-up new properties and update/change tenant information as required;
- Prepare monthly electronic pre-authorized rent payment transfers and prepare daily NSF's as required
- Deposit, record, and reconcile the cheques applicable to multiple properties (payables and receivables)
- Create and analyze outstanding arrears reports
- Prepare monthly rent invoices to other entities
- Process accounts payable monthly; including GST payable
- Process semi-monthly payroll and payroll remittance
- Prepare T4 and T4A
- Assist with preparation of the Monthly Financial Statements packages
- Prepare of month-end journal entries and analysis of portfolios as required
- Assist with reviewing and processing of accounts payable and accounts receivable duties including organizing, tracking, coding and processing of all invoices and cheques
- Be aware of the internal controls and accounting policies and procedures
- Prepare monthly bank reconciliation and trust liability reconciliation
- Monthly reconciliation for inter-company items
- Follow up on outstanding items including rent payments, deposits, accounts payable invoices
- Perform other assigned duties as needed
- Effectively communicates financial information to Property Managers and provide financial and analytical assistance as needed
- Respond to property manager, tenant and vendor inquiries
- Other ad-hoc or office administration as needed

Experience & Skills:

- 2-3 years' experience in residential property management accounting field. Buildium related experience would be an asset
- Post-secondary diploma or degree and working towards a career in accounting
- Proficient in Microsoft Office applications, with advanced skills in Excel;
- Ability to communicate well both verbally and in writing;
- Strong time management and organizational skills.
- Ability to meet tight timelines while managing multiple projects and priorities effectively.
- Detail oriented with a high level of accuracy.
- A great team player with positive attitude
- Proven ability to work independently with minimal supervision
- Must have comprehensive working knowledge of all aspects of accounts payable, receivables and bank reconciliations.

Working time & Compensation:

- Working 4 days per week and 5 hours per day

- Hourly rate \$20-\$25 per hour based on experience
- Group benefit after probation
- Location: 195 Alexander St, Vancouver BC

Please email cover letter and Resume to:

lindy@keymarketing.com