



## **Property Accountant**

Serracan Properties Ltd.

Vancouver, BC

### **About Serracan:**

Serracan Properties is a private family owned company based in Vancouver, British Columbia. Serracan is an investor, owner, manager and developer of real estate, with a portfolio in Western Canada comprised of industrial, commercial, and residential buildings. Due to the significant growth of the company, we are currently seeking a Property Accountant to join our team.

### **Job Summary:**

This position is responsible for the day to day accounting for a portfolio of income producing properties. The Property Accountant reports directly to the Controller and works alongside the accounting and property management teams to complete the month end close, account reconciliations and budget analysis for the portfolio.

### **Responsibilities:**

- Process monthly rent roll, EFT, Ad hoc tenant charges
- Prepare monthly bank reconciliations
- Assist Property Manager in invoice coding
- Prepare monthly financial statements and complete monthly reporting package including all supporting schedules
- Provide AR and AP analytics for management
- Setup new leases in Yardi
- Organize and incorporate various annual budget schedules in preparation of budget package for management review
- Prepare quarterly/annual CAM reconciliations
- Assist in tenant queries on billings
- Assist with year-end financial statement preparation
- Collaborate with acquisition / development team for IPP transitions

### **Qualifications:**

- University degree or College diploma in Accounting
- 2+ years in a similar role preferred
- Proficient in Microsoft Office
- Real estate property accounting experience is an asset
- Experience with Yardi is an asset
- Good interpersonal skills with strong verbal and written communication skills



- Strong analytical and problem solving skills
- Accuracy and attention to detail required
- Self-starter with high degree of initiative
- A team-oriented approach to meeting goals and objectives
- Ability to multi-task, work under pressure and meet deadlines required

Please apply for the above role by sending you cover letter and resume in confidence to: [info@serracan.com](mailto:info@serracan.com) with the subject line "Property Accountant". We thank all applicants for their interest however only those selected for an interview will be contacted.