
Concert Properties Ltd. – Accounting Assistant, Tapestry

About Concert Properties

Concert is an award-winning diversified real estate enterprise with a stellar reputation. For thirty years, Concert has been committed to our employees, investors, partners and to the communities where we build and live, dedicated to what it means to be a developer with a difference. Today, the company has built a portfolio valued at over \$7 billion while remaining one of the most trusted names in Canadian real estate. Our success is based on people – on a passionate, talented team who value a collaborative culture, a desire for excellence and a willingness to give back. You will have the opportunity to join a forward-thinking team and be proud of working at a company developing, acquiring and maintaining high quality, sustainable buildings and communities across Canada.

Position Summary

Reporting to the Senior Accountant, Tapestry, this role requires a motivated individual who is capable of being part of a team, adept at finding solutions and capable of juggling a variety of initiatives.

Major Responsibilities

- Oversight of the Accounts Payable process as it relates to Tapestry, including, AP invoice coding, entering, marshalling the AP approval process, accruals etc.
- Prepare payments to vendors via cheque and/or monthly electronic payment transfers
- Balance sheet account reconciliations
- Resolve accounting discrepancies
- Create and analyze outstanding arrears reports
- Prepare and process monthly management fee and lease fee calculations
- Provide feedback in the preparation and updating of procedure manuals
- Be aware of the internal controls and accounting policies and procedures for Tapestry and Concert
- Effective and frequent cross-department and community communication
- Perform other duties and responsibilities as assigned

Required Experience/Qualifications

- Diploma in Business/Accounting/Commerce is an asset
- Intermediate experience with excel required
- 1-2 years of progressive accounts payable accounting experience
- Strong written and verbal communication skills
- A keen eye for detail and the ability to follow up and follow through
- Ability to work efficiently as a part of a team and independently
- Familiarity with Yardi is an asset

Join the Concert Team!

From the people who own our company to the people we employ, people are what makes Concert a developer with a difference. At Concert, we offer competitive pay, extended health benefits, fitness benefits, transit subsidies, and the opportunity to work with a unique group with varied backgrounds.

If you are interested in this role and have the necessary qualifications, please kindly forward your resume quoting the name of the position in the subject line to: WebHR@ConcertProperties.com

Please be advised that only qualified, short-listed candidates will be contacted.

Thank you for your interest in Concert.