
Property Accountant

ABOUT SHAPE

SHAPE is the real estate investment, development and management company leading some of the largest and most exciting projects in North America including The Amazing Brentwood and The City of Lougheed in Metro Vancouver. SHAPE manages over 4M sq.ft of commercial space, over 800 units of rental residential and over \$1 Billion of development projects currently under construction.

Through our fully integrated platform, SHAPE specializes in complete neighbourhoods with a top-calibre mix of shops, restaurants, residences, entertainment, and a complete range of daily services with transit connected. With a thoughtful approach and continuous pursuit of innovation, we think differently to ensure our projects are relevant and dominant for the future of real estate.

ABOUT THE ROLE

The Property Accountant, reporting directly to the Accounting Manager(s), will be responsible for full cycle accounting for a portfolio of commercial income producing properties. The successful candidate will build and strengthen relationships with internal and external stakeholders, be self-motivated, and have full accountability for their portfolio. This role requires a dynamic individual who is adaptable and thrives in a fast-paced environment.

Primary Job Responsibilities

- Preparation of the full cycle accounting for a portfolio of assets including monthly, quarterly, and annual close processes

Monthly processes

- Preparation of working papers
- Review of bank reconciliations
- Review of AP entries and AR reports
- Gather rent collection EFTs
- Analyze variances and resolve discrepancies
- Cash flow preparation and analysis
- Review and approval of lease set ups within Yardi
- Tracking of co-tenancy schedules
- Review of draw packages (debt and equity)
- Review sales reports
- LLW tracking for tenant build outs

Quarterly processes

- Preparation of quarterly financial information (inserts into quarterly reports)
- Preparation of quarterly leasing status documents (inserts into quarterly reports)
- Preparation of quarterly budget reforecasts

Annual processes

- Preparation of annual financial statements and audit support
 - Preparation of CAM reconciliations
 - Preparation of annual property tax billings for tenants
 - Coordination and review of annual rental notices
 - Preparation of annual budgets
- Work closely with property administrators on lease inquiries and ensure adherence to accounting policies
 - Build and maintain relationships with internal departments and onsite staff to have full understanding of new developments and operations
 - Other ad hoc duties as assigned

Qualifications

Required Training and Experience

- Close to or possession of CPA designation and/or 3-5 years of relevant experience in a similar role
- Knowledge of ASPE and IFRS accounting standards
- Experience with property accounting, property management or real estate is an asset
- Experience with Yardi Voyager is an asset
- Proficient to advanced working knowledge of Microsoft Office applications, particularly Excel

Required Knowledge, Skills, and Abilities

- Possesses strong organizational, time management skills while keeping a high attention to detail
- Ability to multi-task in a fast-paced environment and meet deadlines under pressure
- Ability to communicate effectively and professionally at all levels of the organization and with external stakeholders
- Friendly, approachable, positive, collaborative and team oriented with excellent relationship building skills
- Motivated with the ability to learn quickly. Proactive, dependable and solutions oriented
- Demonstrates personal integrity and honesty
- Works with a sense of urgency and curiosity

Working Conditions

Based at our corporate office, located in Downtown Vancouver, the successful candidate may expect a comfortable and collaborative work environment in a modern office setting. Due to current COVID-19 safety measures, we are currently offering a flexible work schedule (from home or the office).

To apply, please visit our website at <http://shapeproperties.com/careers>