

THIRD SPACE PROPERTIES – PROPERTY ACCOUNTANT

Overview of Third Space Properties:

Third Space Properties Inc. (call us “Third Space”) is a values-based property investment, development and management company based in Vancouver. We are a new company with a talented team of experienced people who love this city and want to make a positive impact.

Vancouver is our home and we want to help its people, businesses and communities thrive.

Space is what we do. We create spaces to live and spaces to work. We are active in commercial and residential real estate across Metro Vancouver. We like to work on different kinds of projects including condo, purpose-built rental, mixed use, office and industrial.

We measure our success a bit differently too. We don't have one bottom line, we have three. People, Planet, Profit. This balanced approach ensures we consider our impact on the environment and all of our stakeholders in tandem with our commercial interests.

The development pipeline at Third Space is an exciting and diverse collection of upcoming projects and we are always seeking new opportunities. We also own and manage a growing portfolio of income producing properties comprised of a mix of multifamily and commercial buildings across Metro Vancouver. It is our goal to sustainably grow this portfolio over time through acquisition and development.

We are currently in growth mode at Third Space as we build our in-house accounting, finance, development and asset management teams.

As a new employee at Third Space you will have the opportunity to leave your mark on the dynamic culture that we are building.

Third Space Properties is looking for a Property Accountant to work closely with the Asset Management team to assist with the day-to-day accounting and periodic reporting of a portfolio of income properties. This opportunity requires a results-orientated individual, who thrives on building relationships and accepting new challenges within a fast-paced environment. Third Space is currently implementing Yardi Voyager 7S and this role will require an individual who is open minded and able to adapt. This role reports to the Senior Property Accountant.

KEY RESPONSIBILITIES

- Assist with the preparation of the month-end/quarter-end/annual property close, reconciliation of the asset continuity schedules, follow-up on discrepancies/issues and ensure supporting schedules are completed accurately and on time;

- Recommend process improvements to create efficiencies;
- Responsible for full cycle accounting for the assigned portfolio of properties;
- Prepare month end journal entries for assigned properties on a timely basis;
- Prepare monthly operational reporting packages;
- Analyze variances from budget to identify trends, risks, and opportunities;
- Investigate issues/concerns raised and resolve them;
- Generate monthly rent roll packages;
- Record cash receipts;
- Prepare GST reconciliation and remittances;
- Budgeting and forecasting for business activities on income producing properties;
- Prepare year-end CAM reconciliations and tenant billings;
- Prepare year-end working paper files;
- Ad-hoc projects as they arise.

QUALIFICATIONS & KNOWLEDGE

- Diploma or degree in accounting or suitable experience;
- 1 - 2 years of experience in a property accounting environment;
- Solid organizational and time management skills, with an ability to effectively manage and prioritize multiple tasks while working independently;
- Excellent oral communication skills and ability to draft clear and concise written communications;
- Strong analytical, problem-solving, and decision-making skills, with the ability to develop creative and strategic solutions to issues;
- Excellent interpersonal skills, including a proven ability to build relationships;
- High level of attention to detail and dedication to quality;
- Must have strong Microsoft Excel skills;
- Yardi Voyager 7S experience is an asset.

Third Space provides a competitive salary and benefits package as well as many other perks and benefits.

Please send your application via email to work@third.space. We thank all applicants for applying; however, only qualified applicants may be contacted.

