

THIRD SPACE PROPERTIES – TREASURY 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 is looking for an action-oriented team player to work closely with the Accounting and Finance team to manage the day-to-day accounting and payables. 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 aid in creating best in class treasury and accounts payable processes. This role reports to our Controller.

KEY RESPONSIBILITIES

Banking:

- Monitoring and managing the daily cash position in multiple bank accounts;
- Prepare and maintain daily, weekly, and monthly cash forecasts;

- Prepare account and wire transfers for authorizations;
- Prepare documentation for new bank account requests to various financial institutions;
- Maintaining internal treasury policies and procedures to ensure information is up to date;
- Work with financial institutions for EFT set up, troubleshooting, and other items that require attention;
- Work with all staff to support their requests related to treasury responsibilities;
- Have a good understanding of the organizational structure to be able to facilitate the flow of funds between related parties;
- Ad-hoc projects as they arise.

Accounting:

- Prepare journal entries for treasury transactions;
- Prepare bank reconciliation;
- Supervise payables to ensure invoices are paid in a timely manner and accounts are adequately funded for EFT/cheque runs.

QUALIFICATIONS & KNOWLEDGE

- Diploma or degree in accounting or suitable experience;
- Minimum 2 years of experience in an accounting related support role;
- Experience evaluating current policies and procedures and implementing new practices to drive efficiencies and controls;
- 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 and ability to utilize new technology to automate processes;
- Yardi Voyager 7S experience and/or experience in the real estate/development industry 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.

