



## **Property Accountant**

### **The Company**

Located in Vancouver, Cressey Development Group is a leading real estate firm that has evolved into a large size development and property management company that does more than construct buildings. For over 50 years, Cressey has built exceptional properties with a focus on quality craftsmanship rooted in integrity. We craft superior quality homes and create communities in the most desirable locations across British Columbia, Alberta, and Washington. Our projects are united by one simple goal: to be better.

Working at Cressey is no different. We hire exceptional people and nurture and develop them to be their best. We collaborate. Treat each other with respect. Deliver quality work. And at all times, with integrity.

We have built an organization and culture that we are proud to be a part of, and we are proud of our contributions to it.

### **Job Overview**

The Property Accountant is responsible for the full-cycle accounting for a mixed portfolio of residential, commercial and industrial properties. This role will report to the Controller, Income Producing Properties or other departmental managers as is determined.

### **Key Responsibilities**

- Complete monthly bank reconciliations and coordinate with Accounts Receivable and Accounts Payable to address any outstanding discrepancies
- Prepare month-end journal entries and accruals in various general ledgers including but not limited to depreciation, restricted cash, intercompany, and tax provision
- Prepare and file monthly GST returns and ensure any payments or credit balances are applied appropriately
- Prepare monthly financial statements, analyze variance and provide commentary
- Review Accounts Payable and Accounts Receivable monthly transactional reports and ensure accuracy and appropriateness of cost allocations
- Prepare monthly operating statements, compare against budget and provide commentary
- Participate in annual mortgage loan reviews as required by lenders through preparing annual financial and operating statements, rental records, proof of property tax and insurance payments
- Participate in annual CAM reconciliations and preparation of annual budget forecast
- Assist the Tax department with the preparation of annual financial statements for all relevant entities
- Assist in annual external audit requirements, including but not limited to preparing year-end working paper, posting year-end adjusting journal entries, and coordinating with auditors.
- Additional duties as required



### **Skills and Qualifications**

- Minimum 2-3 years' experience in property accounting
- University or College Degree in Accounting or Finance
- Experience with Yardi Voyager highly valued
- Highly proficient in Microsoft Excel
- Strong technical expertise with systems, with the ability to manipulate and validate data
- Strong attention to detail with excellent problem solving and analytical skills
- Highly organized with the ability to effectively multi-task, time manage, and prioritize tasks based on monthly cycles and multiple deadlines
- Quick learner and works well independently and in a team setting
- Excellent written and verbal communication skills
- Adaptable to change and continuously seek out improvements to existing processes

Cressey Development Group offers competitive wages and benefits, including extend health, vision and dental. If you meet the requirements of the position and are interested, please submit your resume to [hr@cressey.com](mailto:hr@cressey.com). We thank all applicants for their interest, however, only selected qualified individuals will be contacted.