
Property Accountant - IPP

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 5M 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 connection. 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

Reporting to the Accounting Manager, the Property Accountant – IPP is responsible for full cycle accounting for a portfolio of commercial Income Producing Properties. They will build relationships with internal and external stakeholders to have full understanding, ownership, and accountability for the portfolio of assets. 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
- Variance analysis and resolve discrepancies
- Cash flow analysis
- Review and approve lease set ups
- Tracking of co-tenancy schedules
- Review of draw packages

Quarterly processes

- Preparation of quarterly financial and lease reports
- Preparation of budget reforecasts

Annual processes

- Preparation of annual financial statements and audit support
 - Preparation of CAM reconciliations and review of subsequent billing
 - Preparation of annual budgets
- Liaise with property administrators on property matters that has financial impact
 - Other ad hoc duties as assigned

Qualifications

Required Knowledge, Skills, and Abilities

- Possess strong organizational skills and 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
- Positive, collaborative, and team-oriented with excellent relationship-building skills
- Motivated and ability to learn quickly. Proactive, dependable, and solutions-oriented
- Works with a sense of urgency and curiosity
- Proficient with Microsoft Office applications, particularly Excel

Required Training and Experience

- Close to or possession of CPA designation or more than 2 years of relevant experience in a similar role
- Experience with property accounting, property management or real estate is an asset
- Experience with Yardi Voyager is an asset

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.

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