



## JOB POSTING

**Job Title: Property Accountant**  
**Location: Toronto**  
**Reports to: Property Accounting Manager**

### SUMMARY:

The Property Accountant is responsible for all operating aspects of accounting for properties in their portfolio. Specific areas of responsibility include preparing financial statements, various costing and variance analyses and related reporting.

### PRIMARY RESPONSIBILITIES:

- NOI
  - Actual to budget/forecast variance analysis
  - Rent review (base, free, percentage)
  - Monitor leasing activities (opening/closure) and update amortization schedules accordingly
  - Prepare and assist with CAM and realty tax recoveries analysis
- Shopping Centre (Land, Building, Pylon)
  - Prepare and analyze continuity schedules (addition, disposal, transfer, amortization)
  - Maintain fixed asset amortization schedules
  - Preparation of AFFO capital expenditure schedules for quarter end reporting
- Deferred Costs (TI and leasing costs)
  - Prepare and analyze continuity schedules (addition, disposal, transfer, amortization)
  - Maintain fixed asset amortization schedules
- Account Receivables
  - Review and analyze Accrued A/R and Other Receivables
- Account Payables and accruals, prepaid expenses
  - Review invoices for TI, leasing commission and building additions
  - Review and analyze Accrued Tenant Inducement, Accrued Leasing Costs
  - Assist the Project Accountant with the review and analysis of accrued construction costs and transfers from UD to IPP
  - Prepare adjusting journal entries relating to property operations
- Joint Ventures
  - Review of records to ensure accuracy
  - Prepare joint venture financial statements
- Budgets and reforecasts
  - On an annual basis actively participate in the property budget process
  - On a quarterly basis actively participate in the property reforecast process
- Others
  - Liaise and respond to audit queries
  - Assist Property Accounting Manager whenever required or requested



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KNOWLEDGE, EXPERIENCE & SKILLS:

**Required level of education and job-related of experience:**

- University graduate with 2-3 years related experience
- Experience in property accounting an asset

**Specific Skills:**

- Strong analytical and problem solving skills
- Strong systems skills on Microsoft Excel, Word, Outlook
- Strong understanding of computerized accounting systems, particularly JD Edwards
- Strong oral and written communication skills
- Ability to develop and sustain cooperative working relationships
- Must be self-starter and highly motivated

Excellent compensation commensurate with experience and full benefits package.

Please apply to [human.resources@firstcapitalrealty.ca](mailto:human.resources@firstcapitalrealty.ca)