

PROPERTY ACCOUNTANT

Job Description:

New Ave Property Management Corp. has an exciting opportunity for the right candidate to join us as a Property Accountant. This position is responsible for the day to day accounting functions required to produce monthly financial statements for a portfolio of commercial properties. Accuracy, analytical thinking, strong communication skills, time management, and good work ethic are strong attributes.

Duties and responsibilities include:

- Produce, compile and distribute accurate monthly financial statements with supporting documentation in a timely matter
- Deposit and record monthly rent
- Updating rent charges and PADs
- Monitor & control cash balances
- Review monthly bank reconciliations
- Record monthly adjusting & accrual entries
- Completing monthly owner distributions
- Filing of GST
- Processing monthly mortgage payments & corporate tax installments
- Completing year end reconciliations
- Assist in budget preparation with the property manager(s)
- Preparation of year end financial statements for annual audits
- Support accounting team
- Communicate with property manager(s), owners & their accountants

Skills/Qualifications:

- Experience with Yardi Breeze or similar
- Good working knowledge of Microsoft Office software (Word, Excel)
- Demonstrated written and oral communication skills
- Demonstrated ability to work independently and as a team.
- Willingness to consistently provide exceptional customer service.
- Minimum three years property accounting experience.

Benefits:

- Competitive wages and health care benefits

Education:

- Bachelor's degree, certification, or diploma from a recognized post-secondary institution
- 3+ years of property accounting experience are preferred.

Why Apply:

This company offers exceptional long-term stability and a welcoming environment where you can truly feel at home. In the fast-paced and ever-evolving industry we operate in, our organization

stands out for its commitment to fostering a supportive and enduring team dynamic. We take pride in our tenured staff and low turnover rates. Here, you'll find a collaborative and engaging team atmosphere where you can thrive professionally and personally, knowing that you are part of a dedicated and cohesive group.