

## Position Profile

**Title:** Property Accountant  
**Reports To:** Manager, Operations Accounting  
**Department:** Operations Accounting  
**To apply:** [kjones@smartcentres.com](mailto:kjones@smartcentres.com)

### Position Summary:

Complete financial reporting for assigned properties on a timely basis. This includes billings, budgeting, reconciliations, financial reporting, analysis and working papers.

### Academic/Education Requirements:

- University or college degree;
- Enrolled in 3<sup>rd</sup> or 4<sup>th</sup> level of a Professional Accounting designation (CGA, CMA);

### Minimum Requirements:

- Minimum 3 to 5 years accounting experience or 3 years property accounting experience would be preferred;
- Good oral and written communication skills;
- Intermediate to advanced excel skills;
- Working knowledge of Real Estate /Property Management Software (Yardi Voyager preferred)

### Responsibilities:

The duties and responsibilities for the accounting areas include, but are not limited to, the following:

- Ensure all monthly financial and management reporting required for project partners/co-owners, related to certain properties, is delivered accurately and on a timely basis;
- Ensure all accounting records related to all properties are kept up to date within guidelines established by generally accepted accounting principles and by the company and/or its partners/co-owners;
- Reconcile and maintain a full understanding of all balance sheet and income statement accounts and prepare detailed variance analysis of revenue and expenses;
- Review and post monthly rent roll. Prepare monthly rental charge notice and deliver to tenant 60 days prior to the effective increase date;
- Prepare all CAM/tax recoveries adjustment billings in accordance with the tenant leases and that all adjustment billings are delivered to tenants within 90 days of year-end;
- Review and monitor accounts receivable. Reconcile accounts receivable accounts when required.
- Prepare accurate tenant chargeback billings on a timely basis;
- Prepare property tax billings, for tenants not billed monthly, in accordance with the tenant leases and within 24 hours of receipt of the property tax bill;
- Maintain and clear tenant query log and ensure tenant files are current at all times;
- Ensure all GST/HST/QST and other legislated taxes are reconciled, processed and remitted;
- Prepare monthly cash distributions;
- Responsible for completing accounting portion of assigned budgets within assigned deadlines;
- Assist with auditor requirements, including the company's audit firm and all partner/co-owner audit firms, as well as government audits when required;
- Ensure timely, accurate and complete recording of all tenant allowances and leasing fees;

- Assist in the accounting of property acquisitions and dispositions and participate in the due diligence and preparation of the statement of adjustment and post closing adjustment phases, as required;
- Continually monitor and review accounting processes and procedures and recommend changes as appropriate to improve internal controls and/or efficiencies;

**Expectations:**

**Values**

The Property Accountant shall conduct him/herself in a **respectful** and ethical manner in representing the Trust's interests. The Property Accountant shall demonstrate **entrepreneurialism** and behave like an "owner" in carrying out daily tasks and responsibilities; demonstrating creativity and resourcefulness in achieving desired results. The Property Accountant must take **accountability** for decisions made and the Property Accountant is expected to be a **team player** and work effectively with colleagues and associates in terms of input, sharing of ideas and working to achieve common goal.