



STRATHALLEN

Position Title:	Property Accountant
Reports To:	Assistant Controller, Property Accounting
Location:	Head Office - Toronto

About the Company:

Strathallen is a fully integrated Canadian real estate management company, with over \$1.4 billion and 9 million square feet in assets under management. Founded in 2003 by seasoned real estate executives, Strathallen provides asset management, property management and strategic advisory services to institutional and high net worth investors. The Company currently manages and operates four private closed-end funds, with the mandate to strategically acquire and dispose of quality retail investments and deliver industry leading risk-adjusted returns. Strathallen provides investors with confidence through co-investing and incentive fee arrangements. The Company is supported by; in-house asset management, property management, financial, leasing and development teams. Strathallen specializes in creating value in opportunistic property investments on behalf of institutional clients.

About the Position:

We are looking for an energetic and enthusiastic candidate to join Strathallen as a **Property Accountant** at Strathallen Property Management Inc. This position offers an excellent opportunity for an individual to grow and add value to the existing portfolio. For more information on our company, please visit www.strathallen.com

Key Responsibilities:

- Preparation of monthly/quarterly reporting packages (including financial statements, work papers and supporting schedules)
- Intercompany charge backs
- GST/HST/QST reconciliations
- Bank reconciliations, tenant's account reconciliation and assist with collection process
- Preparation of annual final CAM and Tax billing/lease review
- Month-end/Recurring journal entries
- Preparation of annual budget
- Preparation of annual year-end audit working papers and liaison with auditors during field work period
- Preparation of tenant/vendor chargebacks as needed
- Liaise with Property Managers and Asset Managers regarding related accounting matters
- Cash flow management and cash calls when required, updating rent rolls and collection management
- Assist with preferred and internal rate of return calculations
- Assist with acquisition and disposition analysis and preparation of closing statement of adjustments, when necessary
- Other duties as assigned my Manager

Job Requirements:

- Bilingual (English/French written and spoken) is ideal
- Post-secondary accounting/business education

- Strong attention to detail with the ability to organize/manage multiple tasks and meet deadlines in a demanding work environment
- Excellent communication skills with the ability to write detailed reports
- Excellent computer skills with a proficiency in MS. Office (particularly Excel)
- Minimum 1 year of working experience as a full cycle property accountant responsible for commercial/retail properties
- Knowledge of MRI is a major asset

Please email resumes with cover letter to careers@strathallen.com referring Job: Property Accountant in the subject line.

We encourage all qualified candidates to apply. We thank all applicants for their interest in this position and our organization; however, only applicants selected for an interview will be contacted. Please note that, where needed, accommodations for disabilities will be provided, on request, during the recruitment process.