

Job Title:	Property Accountant	Location:	2085 Maitland Street, Suite 300, Halifax, Nova Scotia
Job Type:	30 hours / week Flexible Schedule	Position Type:	Full Time Position
Team:	Atlantic Team	Effective Relationships:	Property Owners and Principals
Application Deadline:	April 11, 2025	Start Date:	Immediate

Job Description:

Job Purpose:	To be responsible for the Nova Scotia Portfolio by providing direct support and ensuring that key accounting and administrative aspects are maintained in a professional, current and proficient manner.
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Duties:

Monthly

- Maintain accurate records of property transactions, including rent payments, expenses, and other financial data.
- Process and reconcile bank statements and general ledger accounts.
- Prepare journal entries to record financial transactions, including accruals.
- Prepare and analyze monthly financial statements, such as income statements, balance sheets, and cash flow statements.
- Prepare monthly owners' reports.
- Utilize budgets and other tools to analyze variances.
- Ensure all GST and other legislated taxes and assessments are reconciled and remitted.
- Monitor cash positions and anticipate future cash deficiencies
- Oversee and review monthly construction progress claim and development draw requests.
- Administer tenant accounts receivable including the processing of monthly rent cheques and EFT/PAD payments, and monitoring/collection of arrears.
- Code, process and enter incoming invoices via accounting software (Yardi and QBO).
- Manage accounts payable including processing of invoices and payments.

Annually

- Complete year end operating cost adjustments and tenant billings for assigned properties.
- Assist in developing and monitoring property budgets.
- Ensure new rental notices are sent to tenants for the coming years operating budget prior to commencement of the operating year.
- Assist in the preparation of supporting working papers and documentation for year-end audit process and tax filing process, as necessary

Other Duties

- Full understanding of all property specific processes and upkeep of pertinent information relating to specific properties.
- Input / feedback for improving procedures and initiating quality and efficiency enhancements.
- Efficient and effective communication, in a professional manner.
- Review leases and ensure accuracy of rent rolls.
- Assist with regular service contract renewals.
- Perform a wide variety of clerical and administrative duties including filing, scanning, etc.

Skills / Qualifications:

- Previous property accounting or related office experience.
- Accounts Payable and Accounts Receivable experience is an asset.
- Strong computer skills, specifically with Excel.
- Experience with Yardi Breeze and QuickBooks Online is an asset.
- Excellent written and verbal communication skills, combined with an approachable manner.
- Strong analytical and accounting skills with excellent attention to detail.
- A self-starter with the ability to work independently.
- Positive attitude