

# Property Accountant Job Description

## Responsibilities include but not limited to:

- Preparing monthly financial statements for individual properties
- Cost accounting for operating cost recoveries/CAM reconciliations
- Budgets , forecast & variance reports
- Cash-flow projections
- Recording revenue and analyze rent schedules
- Review of accounts payable coding & vendor payments
- Perform account analysis and reconciliations
- Set-ups and closing general entries
- Preparing and submitting GST filing

## Required skills and qualifications:

- Minimum of 3 years of full cycle accounting experience working in a corporate environment
- Strong Excel skills
- Bachelor's degree or diploma in accounting. Pursuing professional designation will be preferred.
- Experience of working in Real Estate industry with YARDI will be considered an asset
- Excellent organizational and time management abilities with problem solving skills

If you're interested in this role, please forward your resume with a cover letter to [khurram@ayreoxford.com](mailto:khurram@ayreoxford.com)

Only qualified applicant will be contacted