

Accounting Coordinator – Residential Rental, IPP

ABOUT SHAPE

SHAPE is the real estate investment, development and management company leading some of the largest and most exciting projects in North America including The Amazing Brentwood, The City of Lougheed and RC at CF Richmond Centre.

Through our fully integrated platform, SHAPE specializes in complete neighbourhoods with a top-calibre mix of shops, restaurants, residences, entertainment and a complete range of daily services on rapid transit. By executing on every stage of the real estate process, from land acquisition to property management, we are able to collaborate more efficiently, work seamlessly and perform at the highest level. Every SHAPE property reflects lasting vision, bold creativity and obsessive attention to detail.

Our projects are complex, our vision is simple: deliver social and financial value for generations. With a proven ability to raise the bar across our diverse portfolio of assets, we build on where we've been to push the edge of better: for industry standards, quality of life and return on investment.

ABOUT THE ROLE

The successful candidate will be responsible for providing overall administrative, accounting and accounts payable support in order to assist in the overall management of the residential rental real estate portfolio. We are looking for someone to “own” their role as an *Accounting Coordinator- Residential Rental* for the Income Producing Properties (IPP) group. The successful candidate would join an energetic, dynamic, and fast-paced environment and team.

Primary Job Responsibilities

- Ensure vendors and suppliers are paid on a timely basis which includes:
 - Reviewing and distributing invoices for approval
 - Entering accounts payable invoices into system
 - Preparation and distribution of cheques and EFT packages for signature
 - Point of contact for all residential rental accounts payable related queries
- Coordinate/consolidate A/R summary reports from residential properties
- Assist in special projects such as:
 - Setting up and monitoring of utility metering
 - Inventory management/reconciliation of parking and storage



- Annual shared cost reconciliations
- Create and administer receipt entries for bank deposits and debit payments made by tenants in Yardi-Voyager
- Prepare monthly bank reconciliations
- Prepare and send out monthly Security Deposit refunds
- Assist in preparation of monthly draw packages for partners and lenders
- Assist Manager, Residential Accounting, IPP with:
 - Compiling monthly, quarterly, and annual financials
 - Status of payments/payables
 - EFT information for properties
 - Resident chargebacks
 - Journal entries
- Support for annual audits including:
 - Pulling invoice samples
 - Preparation of debt confirmations
 - Standard inquiries from auditors and coordination of information
- Administration support such as:
 - Recordkeeping, filing, meeting minute taking and scanning
 - Letter drafting
 - Courier management
 - Mail distribution
- Coordinate information between Head Office and the residential properties
- Information gathering and analytical support to the Property Management team (Senior Property Accountant, Director, Residential Management, Leasing Team, Resident Manager and Property Manager etc.)
- Other duties as assigned

Qualifications

Required Knowledge, Skills, and Abilities

- Possess strong organizational, time management and project management skills with a demonstrated ability to work both independently and within a team environment
- Must be friendly, approachable, proactive, and solution-focused
- Detail-oriented, analytical thinker with the ability to meet deadlines while taking responsibility for all tasks assigned
- Multi-tasker

- Strong interpersonal, written, and verbal communication skills
- Demonstrates personal integrity and honesty with a “how can I help?” approach
- Advanced skills in Microsoft Office applications, specifically Microsoft Excel

Required Training and Experience

- Post-secondary education with an emphasis on accounting or finance is beneficial
- 1-3 years' experience with bookkeeping and administration is beneficial
- Experience with Yardi Voyager and Yuhu is an asset
- Working knowledge of residential leasing is beneficial

Working Conditions

Based at our corporate office, located in downtown Vancouver, the successful candidate may expect a comfortable and collaborative work environment in a modern office setting with a flexible work from home schedule.

Benefits

- Opportunity to work with teams designing, coordinating, and representing some of Metro Vancouver’s largest master-planned communities in real estate development
- Personal and professional development within the company and the industry
- Competitive compensation package with comprehensive benefits
- A fun, collaborative, and autonomous work environment

Salary range: \$60-65k/year

To apply, please visit our website at <http://shape.ca/careers>