

A M A C O N

Property Accountant Vancouver, BC

About Us

Driven by a passion for detail and a tradition of excellence in design and architecture, Amacon is recognized as one of Canada's most influential real estate development and construction firms. With five decades of development and construction expertise, a precise level of design and craftsmanship is evident in all the homes and commercial developments that Amacon builds.

Position Summary

This is an entry-level property accounting position, and the successful candidate will be responsible for the accurate and timely reporting of property management accounting and will report to the Director, Operations Accounting. This role supports day-to-day accounting activities, including accounts payable and receivable, reconciliations, tenant accounting, month-end reporting, budgeting support, and responding to tenant and vendor inquiries in a fast-paced environment.

Position Responsibilities

- Assist with reviewing and processing of accounts payable and accounts receivable duties including organizing, tracking, coding and processing of all invoices and cheques
- Work with the property management team to provide timely and accurate accounting information
- Prepare month-end property reconciliations and analysis
- Ensure tenant information is accurate and up to date including reviewing and posting rent rolls, and processing monthly PAP's
- Respond to tenant and vendor inquiries
- Financial data entry including preparation of journal entries
- Assist with the preparation of monthly financial statements
- Participate in the annual budgeting process for Operating Expenses and Capital Expenditure programs.
- Other tasks as assigned

Experience & Qualifications

- **Education:** Degree with a focus on accounting an asset
- **Experience:** 1+ year experience in accounting or related field
- Strong time management and organizational skills
- Ability to meet tight timelines while managing multiple projects and priorities effectively
- Detail oriented with a high level of accuracy
- Excellent interpersonal and communication skills, both written and verbal.
- Internal control oriented
- Willing to take on new tasks and projects with a team based focus
- Ability to work in a fast-paced work environment
- **Computer Skills:** Strong knowledge of Microsoft Office including Word, Excel and Outlook
- Knowledge of the BC Residential Tenancy Act and/or experience with Yardi is an asset

A M A C O N

Additional Information

This full-time salaried position works 8:30 am - 5:00 pm in the office, Monday through Friday and is in downtown Vancouver. Amacon is an equal opportunity employer who offers competitive compensation and benefits programs. We thank you for your interest in this position but only those who are short-listed for an interview will be contacted.

Please apply through amacon.com via the link provided:

<https://amacon.bamboohr.com/careers/476?source=aWQ9MTQ%3D>