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| <b>TITLE</b>               | Intermediate Property Accountant                                                                                              |
| <b>DIVISION/DEPARTMENT</b> | Peterson Commercial                                                                                                           |
| <b>LOCATION</b>            | Head Office, Vancouver                                                                                                        |
| <b>REPORTS TO</b>          | Controller, Properties                                                                                                        |
| <b>DATE PREPARED</b>       | June 2026                                                                                                                     |
| <b>POSITION PURPOSE</b>    | The Intermediate Property Accountant ensures accurate and timely financials for the assigned accounts within their portfolio. |

### KEY RESPONSIBILITIES

#### Financial Reporting

- Preparing monthly and annual financial statements in accordance with client requirements and needs, and delivery to the client before the deadline;
- Maintaining a complete and accurate set of accounting working papers for each assigned property;
- Supporting the annual property budget process, preparing budget variance analysis reports, identifying operational trends, and reporting significant variances to management;
- Preparing for year-end audits to ensure operational costs and year-end statements are completed in a timely manner, ensuring all regulatory and client compliances are met throughout the year;
- Resolving accounting discrepancies, discussing solutions with the Controller, assisting in coordinating team workflow (providing guidance to junior staff as needed), and completing ad-hoc projects as requested; and
- Demonstrating strong working knowledge of office building accounting processes and transactions to communicate information and solve problems with the Property Manager or Controller.

#### Property Accounting & Operations

- Maintaining accurate lease and tenant information in Yardi, process annual rent schedules, and continuously review and ensure the accuracy of rent rolls;
- Preparing annual operating cost (CAM/Tax) reconciliations and year-end recoveries for tenants, coordinating chargebacks to tenants and responding professionally to tenant-related accounting inquiries;
- Calculating and processing monthly management fees, executing reliable cash management processes, including completing monthly bank reconciliations and monitoring capital, leasing, and commission cash flows to identify foreseeable issues;
- Providing quality control on Accounts Payable and Accounts Receivable, reconciling and adjusting journal entries for accuracy; and
- Working closely with the Property Management and Leasing teams to ensure a complete understanding of the financial reporting needs of the assigned portfolio and solve operational problems.

### QUALIFICATIONS

#### 1. Academic, technical and professional competence

- Completion of a post-secondary degree in finance or accounting;
- Working towards, or planning to work towards, a CPA designation;
- Proficiency with Microsoft Office particularly with Excel; and
- Experience with Yardi 7S is preferred.

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### 2. Work Experience and Job Skills

#### A demonstrated track record with 3-5 years' experience:

- Working in property management accounting and a full-cycle real estate accounting environment (preferably with exposure to commercial properties);
- Preparing and justifying accurate, organized and logical financial statements in a property accounting environment (mainly residential with some commercial);
- An organized and diligent self-starter who is attentive to detail and able to work independently;
- Efficient and effective time management, demonstrating ability to meet deadlines while producing quality and accurate work;
- Developing positive and professional relationships with a variety of people while practicing excellent verbal and written communication skills; and
- Strong work ethic and sense of responsibility and confidentiality.

### 3. Personal Aptitudes

#### Demonstrates attributes consistent with Peterson's Core Values

**Relationships:** We value and care about our relationships and treat everyone with dignity, respect and trust.

**Integrity:** We keep our promises and hold ourselves personally accountable for delivering on our commitments, acting with honesty and fairness.

**Entrepreneurship:** We continuously seek opportunities and challenge ourselves to find better ways of creating value. We believe diverse approaches, opinions, and experiences contribute to better outcomes for our stakeholders

**Gratitude:** We are grateful for the opportunities we are given. We support initiatives that affect positive change in our communities and value the skills, strengths and perspectives of our team.

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