

Position: Property Accountant

The Opportunity:

We are seeking an experienced and detail-oriented **Property Accountant** to oversee the full-cycle accounting and financial reporting for our portfolio of properties. The Property Accountant will work closely with the Asset Management Team to ensure financial information accurately reflects property operations and is completed in accordance with established reporting deadlines.

The successful candidate will have a minimum of two years of accounting experience within the real estate industry, hands-on experience using Yardi Breeze, and relevant post-secondary accounting education.

Key Responsibilities:

- Manage full-cycle property accounting, including month-end close and monthly, quarterly, and annual financial reporting.
- Review financial statements, general ledgers, journal entries, accruals, prepaid expenses, revenue recognition, and other accounting adjustments.
- Review bank, balance sheet, intercompany, and accounts receivable reconciliations, investigating significant variances or outstanding items.
- Prepare annual property operating budgets and review quarterly budget-to-actual results.
- Work with the Asset Management Team to understand property performance and provide financial analysis and reporting as required.
- Oversee tenant accounting, including rent charges, deposits, receivables, recoveries, tenant ledgers, and rent roll reviews.
- Prepare and/or review common-area maintenance reconciliations, utility allocations, property tax recoveries, and other tenant chargebacks.
- Monitor property-level cash balances and upcoming obligations, including mortgage payments, property taxes, utilities, insurance, operating expenses, and construction costs.
- Prepare bank deposits and complete bank and credit card reconciliations, investigating and resolving any discrepancies.
- Coordinate year-end accounting activities and support the preparation of annual financial statements.
- Prepare working papers and respond to requests from external accountants, auditors, lenders, and other stakeholders.
- Prepare and file GST returns for assigned properties and projects.
- Ensure accounting records and supporting documentation are complete, accurate, and submitted within established deadlines.

The Candidate:

- Post-secondary diploma or degree in accounting, finance, business administration, or a related field.
- Minimum of two years of accounting experience within the real estate industry.
- Experience with property accounting and full-cycle accounting is required.
- **Proficiency with Yardi Breeze property management and accounting software is required.**
- Strong knowledge of financial statements, general ledger accounting, reconciliations, budgeting, and financial reporting.
- Experience preparing GST returns and supporting year-end financial statements and audit processes.
- Advanced proficiency in Microsoft Excel, QuickBooks, Google Suite.
- Progress towards CPA designation is an asset.

About Us:

Qualex-Landmark™, one of Western Canada's most respected development groups, has been building boutique award-winning residential and mixed-use properties for over 30 years. Our portfolio is defined by quietly iconic communities, born out of our highly detailed approach to development. With over 2,500 homes and 23 outstanding communities built to date, our uncompromising commitment to quality construction and innovative design has cemented our reputation as a trusted developer. We are a company focused on growth and have built a philosophy of doing the right thing with a humanistic approach.

Compensation & Benefits:

- Annual salary: \$65,000-\$75,000
- Paid vacation
- Extended health insurance, including dental, vision, etc.
- A cohesive, balanced and nurturing team atmosphere within a dynamic work environment.

Hours & Location:

Full-time Monday to Friday, in person role at our head office in downtown Vancouver.

To Apply:

Individuals meeting the criteria above are asked to submit their resume with a cover letter in PDF format via email to careers@qualex.ca. While we thank all candidates for their interest, only select individuals will be contacted for follow-up.