



Senior Accountant (Property)

Location: Toronto, Vancouver or Montreal

About New Market Funds

We are an [ImpactAssets50](#) manager and [Certified B Corp](#) company.

[New Market Funds](#) (NMF) is a multi-fund impact investment fund manager dedicated to creating lasting benefits for communities across Canada. Our mission is to deliver investment opportunities, in the form of equity and loans, that generate financial, social and environmental returns. We focus on community real estate development and lending, supporting projects with non-profit, co-operative, and social enterprises.

We envision a market where investment capital creates value that includes clear social and environmental outcomes alongside financial returns. We do this by living our values in our work every day. We are guided by our principles of building strong communities, fostering an inclusive and supportive workplace where everyone feels welcomed and empowered, and building a lasting impact legacy.

Our platform includes [New Commons Development](#), a non-profit real estate developer that works to create affordable housing and other real estate assets in partnership with the local community, and **New Commons Housing Trust**, which owns and operates affordable housing assets. Together, we support the full lifecycle of community real estate projects, from development through to long-term ownership and operations.

About the Position

We are seeking an experienced Senior Accountant to join our growing team. This role will lead day-to-day accounting for New Commons Housing Trust (NCHT) and support project accounting across a portfolio of affordable housing developments at various stages. The successful candidate will be a dedicated, process-driven accounting professional who takes satisfaction in creating and maintaining strong financial reports and is able to balance current needs with long-term goals.

Working closely with the Senior Accountant for New Commons Development Society, the Senior Accountant will have primary day-to-day responsibility for all NCHT accounting, including its properties in operations, as well as project accounting for a range of third party development projects. As a key member of the team, your responsibilities would include:

Key Responsibilities

Monthly Financials: All aspects of non-profit/Society accounting including invoicing, banking, loan schedules, monthly reports, cashflows, budgets, AP/AR, and GST filings for New Commons Housing Trust Society and all NCHT owned properties (currently 3 and growing). Corresponding with CRA, our financial institutions, and external resources as required.

Property Accounting: Property accounting, including acquisitions of new assets, and review of third-party property management accounting related activities for NCHT projects currently in operations,



working closely with our Asset Manager to provide required reporting for investors, and adhering to all compliance requirements for each property. Track and file ITCs for projects under development.

Project Accounting: All aspects of project accounting including preparation of monthly claims, project reports (cost tracking/cashflow), AP, and funder reports as required. Responding to requests for support from our non-profit clients and their bookkeeping/accounting team members.

Year End Financials: Assisting external accountants with preparation of year-end audited financial statements for NCHT as well as the NCHT owned properties (currently 3 and growing), including all year end working papers and supporting analysis.

Reporting: You will produce a range of reports (financial and non-financial) for the team, boards and investors, including budget vs. actuals, cash flow projections, portfolio summaries and high-level dashboards.

Special projects: Support the finance team in responding to new investor diligence questions, collaborate with the team on property acquisitions and loan closings, and other ad hoc projects that are driven from internal and external stakeholders.

Qualifications & Experience

Experience and Skills

- CPA designation preferred, with a minimum of 3–5 years of accounting experience.
- Non-profit or start up experience would be preferred and familiarity with property accounting would be highly beneficial.
- Intermediate to advanced Excel skills and proficiency in QuickBooks Online.
- Experience with NetSuite or similar ERP systems is an asset.

Qualities

- Systems-oriented and enjoys creating replicable forms and methods.
- Meticulous attention to detail and a strong commitment to accuracy.
- Responsive and analytical, with a strong aptitude for technology.
- Curious and solutions-oriented, with the ability to focus on details while maintaining a broader perspective.
- Thrives in an autonomous work environment and has the foresight to bring others in as needed.
- Clear and effective communicator, able to convey information concisely and thoughtfully across email, conversations, and written reporting.

We know that people from underrepresented groups often hesitate to apply unless they meet 100% of the qualifications. If this role excites you and you believe you could thrive in it, we strongly encourage you to apply, even if your experience doesn't perfectly match every qualification. We'd love to hear from you.

Compensation and Benefits

New Market Funds will provide a professional and rewarding working environment with the opportunity for career growth. The compensation and benefits for this role include:

- Competitive salary range: \$85,000 - \$95,000, commensurate with experience;
- Three weeks of vacation per calendar year, with increased vacation entitlements over time;
- Two floating holidays and three personal days;
- Half-day Fridays between Victoria Day and Labour Day and holiday closure between Christmas and New Years;
- Extended health and benefits plan;
- Phone, wellness and professional development allowances; and
- Eligibility after two years to join the New Market Funds Team Ownership Plan.

How to Apply

If you are interested in this exciting opportunity, please send a cover letter and resume in a single PDF to careers@newmarketfunds.ca with the subject line '*Senior Accountant (Property) – [Your Name]*'. Applications are due Tuesday May 19, 2026 and interviews will be conducted on a rolling basis until the ideal candidate is selected.

New Market Funds is committed to equity in employment and diversity in our team and encourages applications from all qualified candidates. If you are an applicant with a disability and require accommodation during the hiring process, please contact us.

We thank all applicants for their interest, however, only those selected for follow-up will be contacted.