

Property Accountant

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Established in 1987, ONE is an established and expanding Real Estate Developer seeking a Property Accountant.

ONE specializes in the research, acquisition, asset management, property management and development of real estate assets across North America.

ONE offers expertise in land planning, development, project finance, construction and marketing. Through our offices in Edmonton, Calgary and Toronto, we collaborate and partner with institutional clients to create master planned communities incorporating smart growth principles. We actively operate in the retail, industrial, office, mixed use and residential segments of the Real Estate Market.

The Opportunity

Based in the Edmonton office, the Property Accountant will support a portfolio of industrial, office and retail properties. This position requires strong commitment and dedication in providing full cycle accounting and financial reporting support. The ability to prioritize to achieve deadlines as well as strong communication skills and an overall ability to work as part of a team is required.

Position Responsibilities

Accounting

- Revenue accounting and accounts receivable management,
- Update Accounting Manuals for development of properties as required;
- Bank reconciliations;
- Ensure adherence to internal controls;
- Owner distributions and draw requests;
- Common Area Maintenance and Property Tax recoveries;
- Monthly journal entries;
- Respond to audit requests

Reporting

- Monthly financial statements;
- Annual budgeting;
- Monthly reforecasting;
- Variance analysis

Qualifications

- Bachelor's degree in Accounting preferred;
- Knowledge of IFRS and ASPE;
- Minimum 2 years exposure to property management accounting;
- Advanced level Microsoft Office skills (Excel, Word, Powerpoint);
- Familiarity with industry programs (Yardi / MRI accounting software);
- Proven organizational and multi-tasking skills;
- Strong verbal and written communications skills;
- Self-motivated, professional and flexible; able to work both independently and as part of a team

Why ONE?

- Competitive pay and benefits
- Opportunities to grow and develop skills in multiple disciplines
- Dynamic co-workers who share the same core values and strategies
- High growth company with extensive experience and growth opportunities
- See our website for more details about this exciting opportunity www.oneproperties.com

To Apply:

Please apply by emailing your cover letter and resume to hr@oneproperties.com

About ONE Properties

At ONE Properties, our people are focused on creating and growing value through strategic acquisition, innovative development and long-term management of retail, office, residential, industrial and mixed-use properties in dynamic and expanding markets. And each square foot we have built has reinforced our reputation for excellence. We take spaces and turn them into places that enrich communities and contribute to the success and wellbeing of people, businesses and corporations – in a sustainable and responsible way.

This job description is a summary of the key position requirements and is not a comprehensive listing. Additional responsibilities, duties and skills may be required for the position.

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