

# Senior Accountant, Asset Management

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## Senior Accountant, Asset Management

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

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 Senior Accountant, Asset Management will support a portfolio of industrial, office and retail properties. This position requires strong commitment and dedication to delivering best-in-class service to strategic investment partners. The ability to prioritize multiple deadlines, strong communication skills and an overall ability to work as part of a team are required.

## Position Responsibilities

### Accounting – Asset Management

- Preparation of monthly financial statements;
- Consolidation of multiple operational entities for corporate asset reporting;
- Management of monthly and quarterly asset reporting;
- Maintenance of shareholder registers;
- Administration of appraisal program;
- Calculating, validating, reporting and explaining analytics to clients;
- Ad-hoc analysis, as required

## Accounting – Property Management

- Preparation of monthly financial statements;
- Post monthly journal entries;
- Annual budgeting;
- Monthly reforecasting;
- Variance analysis;
- Common Area Maintenance and Property Tax recoveries;
- Preparation of distributions and draw requests;
- Monthly reconciliations

## Qualifications

- CPA Designation;
- Advanced level Microsoft Office skills (Excel, Word, Powerpoint);
- Familiarity with industry programs (Yardi / Timberline);
- Industry experience in property management or real-estate deemed an asset;
- Real-estate valuation experience;
- 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](http://www.oneproperties.com)

## To Apply:

Please apply by emailing your cover letter and resume to [hr@oneproperties.com](mailto: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.*